

Pr

THE AUSTRALIAN LIBRARY JOURNAL



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Quarterly

October, 1954

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EDITOR: HARRISON BRYAN, M.A.

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Streamlining Order and Accession Routines

By HARRISON BRYAN, M.A.

James Forsyth Librarian in the University of Queensland

SUMMARY

This article describes pre-cataloguing routine in the University of Queensland Library, based on the use of a file of duplicate invoices as an accession record. It also explains how a multi-purpose ledger is used to record, in one operation, not only payments and commitments against the library's budget, but also what items remain outstanding on which orders and the degree of delay in supply.

It is suggested that there is need to analyse library routine processes and modify them in terms of business efficiency.

In these days of increasing claims by librarians for professional recognition it is at least worth considering whether we do not endanger our own case by the extent to which we are prepared to perpetuate obsolete and time-consuming procedures in our routine processing. Let us be under no illusion as to the exclusively professional content of many of the jobs we do, many of them are simple matters of business administration and it would appear to be the height of folly for us to continue to follow traditional practice at the expense of business efficiency under the mistaken impression that in doing so we maintain intact the imposing mysteries of our profession.

Now it seems fairly clear that the area of our processing which is likely to react most satisfactorily to the application of business principles is that covering all routine operations at the pre-cataloguing level. It has already been suggested, perhaps somewhat iconoclastically, that it can be shown that even that most hallowed of all our mysteries, cataloguing, will respond to a certain amount of this treatment; how much more must this apply to the purely routine tasks which precede it?

I would exclude book selection from consideration on this occasion, though I fancy that even here there is room for a somewhat more rational approach than is normally made to this task. But, having selected our

book, what remains but the simple processes common to all business firms of:

- (a) ensuring that we have an accurate description of the merchandise we wish to purchase,
- (b) checking against the possibility of duplication of items already in stock or on order,
- (c) recording the arrival and cost of the correct item?

On this triple foundation has been erected an impressive but not necessarily efficient edifice of accession books and registers and a multiplicity of order files and records. How many librarians have really analysed the function of the many catalogues and files which they maintain? How many have really tried to reduce the time and money lavished on cumbersome ordering and accession routines?

Frankly, as a taxpayer I feel that there is too much good money, yours and mine, involved in subsidizing most Australian libraries for us to countenance this waste.

For the last five years we have been busily engaged in whittling away at the pre-cataloguing processes in the University of Queensland Library, abandoning some records because we were not convinced of their efficacy or importance and combining others. The test has been, in each case, to relate any process or record to our own particular circumstances, to preserve existing ones and to erect new ones only if they could withstand the most rigid criticism of their practicality. We have been quite conscienceless, for instance, in destroying records which, however theoretically satisfying, were only used at rare intervals and the information contained in which was available, even if less directly, in other, quite inescapable, files.

If then I proceed to explain the results to date of this ruthlessness, I do not suggest necessarily that the same process can be carried out to the same extent or necessarily in the same directions elsewhere. What I do suggest is that there must be many libraries that could at least take stock of their present

pleting of order-into-accession cards, no annotating of the file copy of the order, no writing up any cumbersome accession register. The process is neat, quick, complete and practically foolproof.

Now to return to a more detailed study of the scheme. Reference to the flow chart represented in Diagram 1 will show that the first major stage in our ordering scheme is occupied by ledger control. This involves a ledger which combines a number of interesting features. Some kind of continuing departmental financial record is necessitated by the basis on which our vote is decided; to this end it is necessary, firstly, to record the actual expenditure involved on any particular section of the vote. In addition, in order to avoid overspending, it is equally necessary to record commitments in the form of unsatisfied orders and anticipated annual periodical expenditure.

After some thought and experiment, a ledger sheet has been designed to reveal both these types of information and, in addition, to answer no less than two other fairly thorny

problems of the University Librarian. These are, firstly, that he is continually assailed by Heads of Departments about delay in supply of new books and, secondly, that Heads of Departments also often want to know which items on any particular order or even which items over a certain period of time have yet to be supplied. Previously, the first question could only be met by reminder systems based on using signals or coloured cards in the order catalogue, the second by actually turning up each Department order and annotating it as a particular item was supplied. Both are now automatically provided for when each order is entered in the commitment side of the ledger sheet. Reference to Diagram 2 may help to illustrate these points.

As each order is received by the library from a teaching Department the items on it are numbered and a unit (*i.e.*, average item) cost calculated for it. The number of the order, the number of items on it and the unit cost are entered in the appropriate column of the ledger, provided there are sufficient funds in the particular section of the vote to

COMMITMENT				CREDIT B/F £ _____		EXPENDITURE			
DEPARTMENT _____ VOTE FOR 19 _____				SPEC. VOTE £ _____					
				VOTE £ _____					
				TOTAL £ _____					
Order No.	Order Allocation No.	No. of Items	Unit Cost	Progressive Balances Outstanding			Voucher No.	Books	Periods
	1 2 3 4 530								
	31 32 33 34 57								
	127 128 145								
	1 2 3 4 5 6 730								
	1 2 3 4 5 6 730								
	1 2 3 4 5 6 730								

Diagram 2—Layout of Ledger Control Sheet

cover the order. This can be seen roughly at a glance since, as will be seen later, there is also on the ledger sheet in each case the amount of the appropriate section of the current vote, the payments to date, including a recent total and a recent figure for total commitments. If necessary both these latter can be calculated accurately in a few seconds.

From this stage on, every item on every order has a unit number to distinguish it, *e.g.*, Philosophy 35/7 refers to item 7 on Philosophy order number 35.

Now it will be seen that if the appropriate unit number is struck off the printed series on the ledger sheet each time any item comes to hand and is paid for, then two things become apparent from the sheet itself—(a) the amount of commitment still remaining on any particular order (arrived at by multiplying by the unit cost the number of items less any struck off), and (b) which items have yet to arrive on any particular order or over the whole period covered by the ledger sheet.

In this way we have the answer to our second additional problem. The first added problem is also answered, as follows. There are a series of columns to the right of that headed Unit Cost on diagram 2. These are for the purpose of calculating the commitments outstanding at any particular time. In them is recorded against each order for each Department the answer to the calculation outlined in (a) above. Now the sum of these separate calculations as recorded at the foot of the sheet gives obviously the total outstanding at the time of the calculation and if these calculations are made monthly (as they are in order to advise Departments just where they stand) then the total is the reasonably up to date figure referred to above. Beyond this, however, it is possible to segregate overdue orders simply by observing in what monthly calculation a total for them was first recorded and an overdue reminder can take the form simply of a list to the University Press comprising Philosophy 37/5, 6, 7; Pol. Science 166/25, 86, 191, and so on. This does away with the need to employ any form of signal on order cards and so simplifies the task of the order clerk. Every such simplification, one need hardly add, reduces the chance of error.

Orders which have passed through ledger control in this way are now given the com-

pletest pre-catalogue checking before being passed to the supplier. Now this process is part of our normal stock in trade as librarians so it might be thought unnecessary to comment further on it. In fact, however, even here, we found that the application of even the crudest form of motion study yielded surprising results.

To particularise, there are a number of basic elements in the process: at some stage a record by book has to be created from each order; again, at some stage, the following three aids have to be used: *C.B.I.* and other tools to complete vital ordering information, particularly name of publisher; the library's catalogue to guard against duplication in holdings and, finally, the order catalogue to check against possible previous orders. Now in practice it works out that there is only one efficient sequence for consulting these elements: carding, alphabetisation, *C.B.I.*, etc., catalogue, order catalogue. Any variation of this order will be found to introduce delay and unreliability. The reasons for this are fairly obvious; in the first place, all the records to be checked are basically alphabetical so that a preliminary alphabetisation of order items is needed, the only disadvantage in initial carding is the wasted effort involved when an item is found to be already to hand or on order, but this is well compensated for by the additional certainty of the checking process. In the second place, *C.B.I.*, etc., should be checked before the catalogue in order to correct any errors of omission or commission on the original order and so to make the subsequent processes more certain. Incidentally, as these aids have to be consulted in this way it is pointless not to record on the order card additional information so discovered and thus save cataloguers' time later, I really must take issue with Mr. Van Pelt on this! Finally, although the reason for checking the order catalogue last is obvious, it nevertheless may not have occurred to all of us. It is, of course, simply that if you do not find a duplicate card in the drawer you drop in the card you are holding. A small point, a small economy of time and effort, but it is the cumulation of such small points that makes for economy and efficiency.

As a matter of fact, there is even more to it than this, a little thought will show that there is a right way and a wrong way of

checking "C.B.I., etc." If, for instance, you are presented with an order giving only publisher's name and no date, do you approach this logically or do you start resignedly working back from the latest paper-covered issue of *C.B.I.*? The technique we have evolved from sad experience is to check first in the latest issue of the *Reference Catalogue* and of *Books in Print*. It is surprising how often we find our quarry lurking here, nicely pinpointed as to date and hence as to the appropriate volume of *C.B.I.* If it is not so listed, the next move is to check *C.B.I.* from the most recent issue back as far as the *Ref. Cat.* If it still does not appear then it is either very new or O.P. and you order accordingly.

Another matter, too, a small point again but quite vital, is the amount of checking done at any one time. This involves establishing by experiment the number of cards that can be handled most economically. It is obviously absurdly time-consuming to follow each card right through the checking process. On the other hand, there is a limit to the number that can be handled at once. Too great a number has a frustrating effect psychologically as well as being too large a mass to have clearly in one's mind at one time. Our experience again leads us to treat batches of about 20 cards at a time.

The final process before the order is actually forwarded to the bookseller is of course amending it as a result of the information discovered during checking. This again is combined here with the process of checking and filing in the order catalogue.

Items discovered to be already on hand or on order are crossed off both copies of the order and the cards concerned pass back through ledger control to be struck off the commitments and thence to the teaching Department concerned to allow their records to be adjusted.

This then is the complete ordering process, the only extra record created in the library being the individual order cards, which must be maintained to check against future duplication and to identify books arriving with inadequate invoices.

Now to clean up the accessioning routine which has already been mentioned. Books and their accompanying invoices are matched on arrival with the appropriate order cards. The books, as mentioned before, have the

voucher number (which identifies a group of invoices from the same firm) stamped in them, together with the Department and order number, the invoices have the order allocation number (obtained from the order card) added beside the entry for each book. This is the total accessioning process. In the case of books from the University Press it comprises nothing more than one stamp in a book and one pencilled figure on a copy invoice. The order number and the voucher number are also reproduced on all catalogue entries for the book and so act as the vital link between catalogue and accession record.

It may be a matter of interest to complete the life history, so to speak, of the various elements we have been using in this processing. The book and its order card go now to the cataloguers and from them the book passes through the card duplication routine which has already been treated in previous articles. The order card is not used in any final record in our scheme. Ideally we would use it for our shelf list and so reduce card typing, but as we can duplicate a shelf list card at no extra cost, we merely file the order cards as a basis for the monthly accession list. This comprehensive duplicated list is widely circulated and in addition is analysed and counted as a stock acquisition record.

At present we are engaged in calculating the validity of a further economy which the perspicacious may have detected in the previous sentences. It will have been noted that our order cards are withdrawn and married with the books immediately on receipt. Obviously, then, if there is any cataloguing lag there is a danger of duplicating these items on later orders before the catalogue entries are filed. To meet this a current accessions file used to be maintained, but we have abandoned this on the calculated risk that possible duplication would be outweighed by the loss in time involved in rediscovering any card when the particular book concerned was about to be catalogued.

Invoices are collected into batches on vouchers and an analysis sheet is attached listing in summary the Departments to be charged, the amount for each and the allocation numbers of the items covered by the voucher which must be struck off the commitments side of the ledger.

You will have noted that two types of accession have not been covered by this

account, donations and periodicals. Donations are simply brought into the scheme at the cataloguing level, each is book plated and a duplicate of the form letter of acknowledgment is filed under donor. The donor's name takes the place of the voucher number as a link between the book and its various records. The current accession of periodical parts naturally falls outside this scheme but regular commitment and payment of subscriptions is brought within it. As can be seen in Diagram 2, a numbered series 1-145 appears at the head of the commitment side of the ledger and periodicals are committed at the beginning of each year by employing the same number of item, unit cost mechanism as for ordinary orders. As periodical bills are paid the accounts pass through ledger control in exactly the same way as payment for books. Incidentally they are recorded in a separate column on the expenditure side of the ledger for the purpose of statistical breakdown later. To control the annual commitment a master sheet of titles is maintained, arranged by ordering Departments. Any new title required is ordered in the same way as a book by any Department, is added to the appropriate list and is committed for that year in the body of the ledger under the order number in just the same way as a book. At the end of the year the master-sheets are re-alphabetised and new allocation numbers are allotted to include the new titles, so that they then move off the body of the ledger sheet.

We have also established a technique for annual overhaul of this order system. At the end of the year the ledger commitment is actually reconciled with the cards remaining in the order drawer and any anomalies due to the human factor ironed out.

In addition to checking overdue orders each month in the way rendered possible by the regular calculation of the commitment explained earlier, we also restrict our operations under this system to only two years' orders at a time. At the end of 1953, for instance, we withdrew all remaining cards for 1952 orders and referred them to the ordering Departments, at the same time circulating blanket cancellations to all our suppliers. The cards for items still required by Departments were sent off to a Bookseller to search for O.P. items. His instructions are to return the appropriate card with each book he supplies. In order to facilitate this annual

overhaul we distinguish, by colour of card, orders for successive years.

Incidentally, this two year cycle is linked again with the financial basis of the library, since in any one year we regard as legitimate commitment against the vote only items standing over from the previous year in addition to the current year's orders.

It may appear from this long recital of the intricacies of our routine that we are hardly in a position to sermonize on simplicity. Most of the complications are, however, due to the rather involved financial position. Our approach has been to accept this as a necessary evil and to gear our procedures to it. In doing so we feel we may claim to have developed the multi-purpose record to a significant degree and accordingly to have adhered to that canon of efficiency through simplicity which was urged at the beginning of this article.

The general position is simply that in spite of our unholy murder of the accessions register we can still tell you whence, when and for what we obtained any item of our stock, we can give you our total holdings to the nearest month, and we can do a number of other quite remarkable things with our skeleton records which could not be attempted by the fullest set of conventional order and accessions files.

To conclude on a fairly statistical basis, the orders and accessions staff comprises in terms of full working time the equivalent of 2½ officers. This staff in 1953 ordered 6,040 items. Each of these items received full pre-cataloguing checking, as did also an indeterminate number which were cancelled in the course of checking. In addition they accessioned 5,266 items and paid in full accounts to the value of £17,036. It should be noted that their operations included the full measure of what clerical labour was involved, for instance the typing of the order cards, attending to all incidental correspondence and the actual analysis and writing up of vouchers as well as their posting in the ledger.

In 1954 the same staff faced undaunted a record vote of £21,895, and to the end of July the cataloguing output, which is directly geared to the rate of accession, had risen 25% on the corresponding figure for 1953, which year saw itself an increase of almost 50% on 1952. By this same date, the accessions staff had coped with an increase of almost exactly 100% on the same period for 1951.

The Libraries of Newtown and Chilwell

MISS I. J. MEREDITH, *Librarian*

The City of Newtown and Chilwell, situated in the Greater Geelong area, is a municipality with a population of 11,700. As its name suggests, it consists of two distinct areas, Chilwell being the older, more industrialized part, and Newtown being a residential area. There is no main shopping centre where

of fortune in its long life. At one time the librarian combined his duties with those of local blacksmith. When he was absent, people recorded their borrowings on a slate, usually rubbing off other names to make room. It was also part of the librarian's duty at one time to canvass the entire area for



people congregate so the problem of providing library service is rather different from that facing most municipalities.

The Chilwell library is on the fringe of the industrial area, and it is not connected by any direct transport with Newtown. It was erected by public subscription about 1881 and has provided library service ever since. It was administered by a committee of citizens. The library has seen many changes

donations so that his salary would be paid. However, books were available for the people who wanted to read, which, of course, was the main factor to be considered.

In 1938 the financial burden on the citizen's committee became too great, so the property was offered to the Newtown and Chilwell Council, who assumed the responsibilities of providing a service. It was in this year that a children's library was established.

It was not until the passing of the Free Library Service Board Act of 1946 that adequate finance was available for libraries. The Council was one of the first to apply for Government subsidy on a £1 for £1 basis. With the improvement of the bookstock, membership began to increase, and has continued to do so ever since. Last year it became evident that the existing building was inadequate, so the Council took over the

this building was under discussion, the Council had the opportunity to acquire a corner site of 100 ft. frontage either way at Newtown. The site was in the centre of the residential area, and no less than five schools were within half a mile of it. Within six weeks of the first suggestion of providing a new branch library the foundation stone was laid, and six months later the building was officially opened.



cottage next door and converted it into a new children's library and a flat for the librarian.

At the same time the Council became increasingly aware that on its present site the library was within easy reach of only a portion of the residents of the municipality. Under the leadership of the Mayor, Cr. W. T. Wiggs, they set about finding a suitable building to convert to a branch library. They looked at some old shops, but the only building available in a suitable position was a disused stable. While the conversion of

The Newtown Branch Library is cream brick with a sloping roof and high windows with a wide eave along the north side. It consists of a main room, a workroom, kitchenette and staff room. The front entrance comprises a clear glass screen with a glassed in pram park, surrounded by flower boxes. The colour scheme is grey and primrose, with natural wood fittings. The shelving consists of 6 ft. units with the bottom shelves sloping. There are three rectangular reading tables, a fitted charging desk covered with plate glass,

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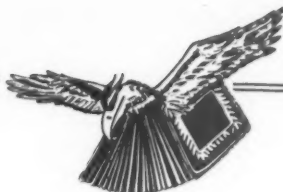
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and a catalogue cabinet. The workroom benches are in grey Laminex.

With the aid of a local architect, the Council carried out the building work and interior joinery and fittings were supplied by local firms. The book shelves and furniture are made from Australian ash stained and polished honey colour, while the flooring is made from Tasmanian kiln dried hardwood, surfaced and polished natural colour. The walls are lined with Masonite, with the reverse side exposed and painted a flat pale grey, windows and architraves are painted an off white, and the ceiling is sheeted with Canite painted flat buttercup yellow. The beams are in oregon, natural colouring, and varnished.

The exterior of the library is in Glen Iris cream brick with all the woodwork (except the beams, which are a natural colour, oiled)

painted an off white. The ceiling of the entry porch and under the eaves is painted a pale blue. The exterior of the building is lit by ordinary electric light, the interior by fluorescent.

The total cost of the building was £4,196 and the furniture £380. Total shelving capacity is 3,840 adult books, 960 junior books. The bookstock is to be changed every three months with the main library stock.

The popularity of the library soon became evident. In the first five months 704 adults and 747 children have been enrolled. The hours of opening are from 2-8 p.m. on Monday, Wednesday and Friday.

Our experience has proved once again that a library must be easily accessible to the homes of the people and that the branch type of library system is the one best fitted to provide this service.

Townsville Municipal Children's Library

By MRS. A. M. WEST, A.L.A., *Librarian*

Angus Smith, Mayor of Townsville, officially opened the Townsville Municipal Children's Library on December 5, 1953. The Library, the first of its kind in North Queensland, operates as a separate unit from the Townsville Municipal Library, which has been in existence for many years. The Townsville City Council had realized the necessity for a children's library, but for some time had refrained from embarking upon such an enterprise until suitable accommodation could be found. When a large photographic studio in the Town Hall buildings became vacant in 1951, the Queensland State Librarian advised that, with alterations, this space would comfortably accommodate a library. The room was sufficiently large, being approximately 1,800 sq. ft. and, by removing a wall to incorporate part of an existing passageway area, 2,100 sq. ft. was made available. The situation had the advantage of being on a mezzanine floor, near enough to street level for convenience but allowing the use of the foyer for queuing during rush periods. The adult library being on the first floor, it was ensured from any noise the children might make in the foyer

but was near enough to encourage family visits to both libraries. Window lighting in the studio was already adequate although a skylight which tended to let in too much sun and overheat the room was roofed in. The walls were re-plastered and painted pale green, the concrete floor was laid with a darker green asphalt tiling, fluorescent lighting and ceiling fans were installed, and in a specially contrived corner near the entrance is a wash basin for dirty hands! Maple book shelves, desks, tables and chairs were provided and honey coloured curtains hung. Pictures, wall plaques, ornaments, bowls and vases likely to appeal to children were chosen. The effect of these is harmonious and has been admired by many, but better pictures and ornaments might have been obtained had the library had the purchasing facilities of libraries in Southern States. There is a comfortably furnished staff-room, lined with book shelves which also serves as a stack room. A work room and Librarian's office—these two last are well equipped with shelves, desks, cupboards, fans, sinks, and two walls are enclosed with glass louvres which do a great deal to mitigate the tropical

conditions. A considerable delay in opening the library was due to shortages of materials and tradesmen, but while the actual room was being prepared a staff of four (librarian and three assistants) were preparing the book stock. It was unfortunate that the library had to change librarians in the mid-stream, but to Miss MacKenzie who left several

were too expensive to allow them to leave the library. A comprehensive selection of illustrated art books was a justified inclusion here as there is no Art Gallery in Townsville, also a collection of illustrated books on the ballet which is a subject of overwhelming interest amongst Townsville children); (4) non-fiction, which is arranged round the



One of the three registration queues on opening day

months before opening goes our grateful thanks for the initial training of assistants and for the laying of the foundations of an excellent book stock. The books are divided into four sections: (1) Picture books for the five to eight years group, which are displayed on special sloping stands near the registration desk; (2) fiction, which is arranged alphabetically round the walls of one half of the room; (3) reference, which is housed in one large book case which marks the break between fiction and non-fiction (this section consists of the usual encyclopedia, atlas and dictionary material with at least one reliable work on each subject and those books which

other half of the room according to the Dewey Decimal System (with perhaps too many alterations to suit our own needs). A pamphlet section is maintained of pamphlets, maps, etc., for reference use and a small cuttings file has been started. Magazines and newspapers are subscribed to, back numbers of which are borrowed. The book stock at present totals 6,000, but will be built to the 10,000 necessary to meet demand.

At opening the library had already registered 3,000 children and after two months of opening has reached 4,000. The children were initially registered by library assistants who visited each school two weeks prior to

opening. This system presented some difficulties but none as great as had registration taken place in the library during the first weeks of opening when the assistants were inundated by other work. To date the library has proved extremely popular—the largest daily issue experienced is 900, but the average is 550 and is creeping steadily upwards. Maximum publicity was gained by giving talks to each age group in schools and to youth organizations, in giving talks on the local radio, and through the local newspaper and by assistance, where it was called for, to school libraries. Useful also in attracting readers was a large show case in the foyer devoted to book displays and to an invitation to become a library user.

The demand for poor grade fiction (of which the library fortunately has few titles) which was high during the first week has now declined as the children are being introduced to better type literature. Non-fiction is equally popular with fiction and the first display stand of books on Australia had to be replenished daily. The standard of books has been maintained at a high level and the library was fortunate in securing a license to import \$200 of American juvenile fiction, incidentally striking a blow for the removal of restrictions in that direction. A large degree of co-operation with parents, schools and youth organizations has been aimed at and teachers have been invited to bring classes to the library during school hours. To date the children's response has been gratifying, offenders in returning late and damaged books have been few, and the children have been eager to discuss what they have read with the staff. Free use has been made of the suggestion book and of the catalogue (a simplified card indexed dictionary type), which is surprising considering that the majority of these children were untrained in library use. The Dewey classification system seems much more difficult for them to grasp,

but this would probably be the same with any classification system.

On Christmas Eve the library gave a puppet show which was attended by 600 children. In the near future it is proposed to establish story hours, lecture groups, bulletins, etc., to stimulate interest in the library. Already story hours are given to the Polio Children's Ward in the local hospital and a system of book exchange has been established for the patients affected.

The Browne system of charging has been adopted because of its simplicity and reservations are allowed for any book in stock.

The main difficulties in maintaining this library are caused by climatic conditions. The humidity of the atmosphere causes shelves, doors and catalogue drawers to warp, swell and stick. Steel furniture would have been a better answer to tropical conditions. Insects, especially cockroaches, create a great deal of havoc, eating even the paint from the library posters. Book shelves have to be sprayed with insecticide daily and the books protected by a coating of lacquer. The use of lacquer does prevent destruction by insects and to a great extent prevents book covers from soiling too rapidly, but it has the disadvantage that if books are placed together at all tightly on the shelves they stick firmly to each other. However by experimenting with better book lacquers and binding cloths we hope to overcome this difficulty.

Valuable instruction was given to the library staff by the binder to the State Public Library, Mr. R. Mullins, and now all binding and repair work is done by the staff which, incidentally, is to be increased to five next month.

The children assure us that *their* library is a "Good Thing," which enthusiasm we find inspiring.

CHARLES NOWELL

The death, on 9th August, of Mr. Charles Nowell, M.A., F.L.A., will have been recorded with regret by Australian librarians. As librarian of the Manchester Public Libraries he had extended his personal hospitality as well as that of his library and his council to many visiting librarians in recent years.

LIBRARY ASSISTANCE UNDER THE COLOMBO PLAN

The Deputy Librarian of the Commonwealth National Library, Mr. Key, left for Karachi on 18th October to conduct an initial survey into the possibilities of Australian assistance to libraries in Pakistan, India, Burma and Nepal.

The Technical Libraries of Brisbane

A Symposium by members of the Queensland Branch

The following articles are selected from a series presented to a meeting of the Queensland Branch on 30th March. They appear now not necessarily because they reveal any revolutionary developments in library science, but because it is thought that members may be interested in the development of special libraries in this city and in a representative

group of the institutions they serve; especially in view of next year's conference.

The material in each case has been supplied by the librarian concerned. The *Journal* is particularly pleased to print a contribution by yet another New Australian librarian, Mr. J. Sirovs of NACO Technical library.

The Queensland Institute of Medical Research Library

By MRS. M. MACGREGOR

The Queensland Institute of Medical Research was established by an Act of the Queensland Parliament in 1946 and it occupies temporarily an old U.S. Army hut in Victoria Park, close to both the Brisbane General Hospital and the University of Queensland Medical School. A permanent building is planned, but for when, and where, is hidden in obscurity. It is hoped, however, that if the University should one day obtain its University hospital at St. Lucia, the Institute will move to adjacent quarters.

In the past 6½ years a useful library has been gathered together, partly from gifts, but mainly from the expenditure each year of from £1,000 to £1,800. As a result of this expenditure, which has been necessary to found and continue an adequate and useful library for the many and varied interests of the Institute staff, the ugly problem of space has been rearing its head for some time and at last it can no longer be coped with, so we are at the moment looking around the building to see whose room can be taken over by the library. I might mention that nobody in the building seems anxious to give up any of the space for which each person has had to fight and protect against all invaders. However, the bulging of the library seams can no longer be treated as just afternoon tea conversation. Were the local and southern libraries not so very generous with their lending, so that we are not forced to purchase all the material we need, space would have become a problem almost immediately with the opening of the Institute.

We have done our best not to duplicate journals taken by other libraries, but even so

the Institute receives about 120 periodicals each year. Of course there are weekly scientific newspapers such as *Nature*, *Science*, the *Lancet*, the *British Medical Journal* and the *Medical Journal of Australia*, which every medical library must have to circulate for the information of the staff and there are also journals used as working tools for laboratory workers which must be housed in each research laboratory.

So far as the more specialised sections of the library are concerned, the Institute is interested primarily in infectious diseases and their vectors or carriers. Since we are geographically situated so near the tropics, the study of tropical diseases plays a large part in our work. A Field Station, with a Medical Officer in charge, has been opened in Innisfail to study the illnesses which are met in the Northern districts of Queensland, and the workers there require a regular service of books and journals. The Institute also works in close contact with the Department of Health and Home Affairs, the Animal Health Station, and the University of Queensland Medical School and also gives assistance to any medical men with cases of interest. The carriers of infectious diseases are often those small and apparently unimportant parasites, insects, ticks or mites, and quite a number of native animals may be reservoirs. Climate, rainfall and seasonal weather variations are often associated with the occurrence and spread of various illnesses.

Consequently the library of the Institute must cover a wide range, dealing not only with the medical sciences, but also with agriculture, botany, chemistry, climatology,

forestry, physics, veterinary science, sanitation, and zoology.

The Work of the Institute

It is doubtful whether I am a suitable person to talk on the work of the Institute, because research work is always carried out by individual workers and until published, and often after that, is quite incomprehensible to the average layman. However, I can give you some idea of the type of work carried out and, if I use words of which you know nothing, I can only ask that you accept them, as technical terms used in present day research are sometimes impossible to translate without delving back into history.

With the outbreak of gastro-enteritis in children in 1946, the Institute became interested in this problem, investigated its cause and its spread and assisted in bringing it under control. Since that time surveys are made regularly of all the Children's Homes in and surrounding Brisbane, with the object of learning more about the infection and preventing another such disaster. When this investigation first commenced cockroaches were blamed for being spreaders of filth diseases, and they were bred in the Institute insectary and their place as carriers of disease proven. All types procurable were studied, and to those of you who have trouble with the filthy creatures who crawl and fly around the house it would appear a queer study. However, their life history had not previously been described in Australia.

Then the Institute and the Animal Health Station staffs combined to investigate the possibility of "Scabby mouth" of sheep being transmitted to humans. The shearers were claiming high damages for this occupational disease, but the graziers did not think it possible for the men to catch it from the sheep. However, with the help of some of the Institute staff who acted as guinea pigs, the research workers were able to prove that not only is the infection transmissible from sheep to man, but that man can also pass it back to the sheep!

Some of the other problems being investigated are the incidence of lead nephritis in children, the intestinal worms being brought into the country by Europeans, and "Q" or abattoir fever, which was originally discovered and named some years ago by our

Deputy Director, and is an infection contracted mainly by abattoir workers from sheep and cattle. This last is a rickettsial disease, as is typhus and there are several more of the same family. Another kind of infection which is found a great deal in Northern Queensland, and which the Institute staff is investigating, are the leptospiral fevers. These tiny bacteria cause quite a number of strange illnesses and a Leptospiral centre has now been set up in Brisbane, with the Laboratory of Microbiology and Pathology as its headquarters. Virus and mycotic diseases are being dealt with and I think I might say that the Institute deals with anything strange and interesting which its staff can poke its nose into. The Torres Straits Islands have had helminthological and malarial surveys carried out, and when the outbreak of encephalitis occurred on Mornington Island in the Gulf of Carpentaria one of the members of Institute staff was immediately flown there to investigate and deal with the epidemic.

From this you will see that the work of the Institute covers an extremely wide field in the medical world, but that is not all. Such questions as the name of the nomad tribe from Israel who settled in Spain, a correct quotation from the Bible or from Shakespeare, the whereabouts of some obscure place name pinned on some mangled specimen of insect are liable to be flung at the heads of the library staff, and the answers are expected to be produced as easily as we produce brown paper and cardboard for the wrapping of parcels. You all know those simple little queries which take such a long time to find the one word answer—we get them along with our medical posers. To all of you who have helped us with our quest for rare knowledge, we are grateful.

If I have given you any idea of the work of the Institute and, from that, of the scope covered by our library, I am pleased; but research is such a heartbreaking job, although at times very rewarding, that it is difficult to describe the excitement over one small part of an experiment turning out as hoped, one worm or tick found where the investigator expected to find it, instead of, as often happens, a fortnight's work being poured down the drain, or a further search instigated for the elusive parasite.

The Queensland Department of Agriculture and Stock Library

By C. SCHINDLER, B.Sc.

The Department carries out research and extension work in all branches of agriculture and research in the processing and marketing of agricultural products. Its work does not include forestry and fisheries, and an independent organization (the Bureau of Sugar Experiment Stations) handles all matters relating to sugar cane growing and sugar manufacture.

On account of the wide range of climates and soils, a great variety of crops can be grown in this State and research work must be carried out in many different localities. Departmental officers are stationed at more than 80 centres. In addition to research work at Head Office, there are two veterinary research stations, five general agricultural research stations, three horticultural research stations, and three dairy research laboratories. A beef cattle research station is being established in co-operation with other bodies. A good deal of work is also done at the larger country centres, in co-operation with farmers.

Further information on the work of the Department can be found in its annual reports and in an article in the *Queensland Agricultural Journal* vol. 70 No. 1, p. 2-13.

The aim of the Department is to increase the efficiency of Queensland agriculture and it is difficult to assess the actual cash value of either its research or extension work in this respect. A few specific examples may be of interest. The inspection of bottled milk in Brisbane resulted in a great improvement in its quality between 1944 and 1949. Interest in soil conservation is growing rapidly and the staff of this branch has been increased in an attempt to cope with the demands. The cultivation of grain sorghum, ginger, canning peas and linseed has been developed and the possibilities of sunflower, rice and tea are being explored.

The Central Library holds mostly general books and periodicals, but branches have most of the specialised works. These branches are independent, but the Central Library has a catalogue of most of the books held in them. Larger country centres have good collections. The Central Library also has a large number of pamphlets, reports, reprints,

etc., from other countries; these and many periodicals are obtained by exchange with the publications of the Department.

Two journals are published. The *Queensland Agricultural Journal* is intended primarily for Queensland farmers, and contains articles on the crops, livestock, etc., commonly grown in the State and information on the work being done by the Department (e.g., herd testing records). It is available by subscription and by exchange with similar publications, but single numbers will be supplied free.

The *Queensland Journal of Agricultural Science* publishes most of the research work done by Departmental officers, and is not available for subscription. It is exchanged with other research publications all over the world.

Most of the articles in both journals are reprinted separately in various series. Copies of these are available free, and they are also exchanged with other similar material.

The Annual Report gives a full account of the Department's work and some agricultural statistics. It is also available for exchange.

The Department as a whole has a wide range of books and periodicals on all branches of agriculture, agricultural economics and sociology, and food processing. The entries in Pitt's Catalogue and those to appear in the first supplement are very incomplete, but it is hoped to revise these and check all holdings during the next twelve months. Publications are not usually lent to individuals, but are available as inter-library loan and to approved persons. Books are available for use on the premises.

A catalogue of main entries for recent books in the whole Department is kept, but no subject index to these. The books in the Central Library are classified by D.C., with a dictionary catalogue. Recent pamphlet material is arranged by subject.

The *Agricultural Index* and *Biological Abstracts* are held in the Central Library. All the Commonwealth Agricultural Bureaux abstracting journals (except *Forestry Abstracts*) are available, in either the Central Library or branches. There are also a number of special subject reference books and abstracting

publications other than the above covering most of the work of the Department.

A complete index to the *Queensland Agricultural Journal* is kept. This is useful for obtaining information for outside inquiries, as copies of the Journal and reprints from it can be supplied.

Although the library resources of the Department are primarily for the use of the staff, a number of inquiries are received from other organizations and from the general public. Requests for particular publications for the members of other government departments, research bodies, etc., are usually made through the librarian of the organization. Most general inquiries from the public are referred to other branches of the Department, where expert advice and pamphlets covering the subject are available. Some inquiries to the Country Extension Service of the Public Library can be answered most satisfactorily by supplying articles from the *Queensland Agricultural Journal*.

Some industrial firms have used the Central Library for obtaining information useful for new enterprises. Representatives of an engineering firm considering the production of bulk wheat handling equipment for farmers spent some time there, and found some useful plans for their purposes. Some time ago, Australian Paper Manufacturers Ltd. were experimenting with New Zealand flax growing near Petrie and the most useful information on this was found in publications in the departmental library by the use of the indexes available there. These examples show that it can be useful to industry directly as well as indirectly through the Department.

A number of loans to Department officers, and inquiries from them, are in reply to direct requests for information from individuals and companies rather than for general Departmental work. These can be considered as a less direct form of library service to the public rather than to the Department.

The Commonwealth Department of Works Library

By K. O'BRIEN.

The Department of Works is the major construction authority for the Commonwealth Government.

It has existed since Federation, though during most of the time that has elapsed since 1901 it has not been identified under its present title but has figured as a branch of some other Department.

With the entry of Japan into the war and the impending arrival of the United States armed forces into Australia, it was realised that the existing Departmental machinery would be unable to cope with the huge programme of works involved—which would include those of the armed services—so the Allied Works Council was created. The Council developed a full scale organisation covering all requirements of the works programme, both civil and defence. After the end of the war the Allied Works Council was wound up and the Department of Works was re-established.

Notwithstanding the many changes in title the function of being the main constructing

authority for the Commonwealth has remained constant. However, due to economic fluctuations the character and volume of works to be carried out has varied greatly.

None of the many State Government or semi-Governmental authorities operating today is required to carry out the wide range of activities for which the Commonwealth Department of Works is responsible, nor do they operate over so wide-flung a territory. Some examples of the complexity and diversity of these activities will illustrate this fact. Such works include the hydroelectric development scheme in New Guinea, the rebuilding of the town wharf in Darwin and the construction of the whaling station at Carnarvon, Western Australia. Initial investigations were also carried out into such projects as the Snowy Power and Irrigation Project, the Burdekin River Irrigation, Hydroelectric and Flood Mitigation Project and the re-siting of the Port of Derby at Point Torment.

In 1945 a conference was convened to determine precisely the function of the

Department. This conference provided, *inter alia*, for the following responsibilities:—

(1) The design, estimation of cost, supervision and execution of all architectural and engineering works (both capital and maintenance) for the Commonwealth Government and such other works as may be requested by a State or an authority of the Commonwealth or State.

(2) The inspection of all works and advice to the Departments concerned as to necessary maintenance and the cost of such maintenance.

(3) Collaboration in research carried out by Commonwealth and State departments in relation to works and the circulation of relevant data to interested departments and persons.

The Head Office of the Department is situated in Melbourne with major branches in all capital cities and Port Moresby, while there are divisions in the form of Divisional Works Offices created according to need throughout the Commonwealth. In Queensland, these Divisional Works Offices are situated at Rockhampton and Townsville, on account of the widespread area of works which are controlled by the branch office in Brisbane.

The Department is divided into three main groups—Technical, Administrative and Accounts. In the Technical Divisions there are architectural and engineering design sections and a construction section.

The architectural and engineering design sections are each responsible for the design and standard of construction of all architectural and engineering works, also for the preparation of plans, estimates and specifications for all such works, together with investigations and reports of a special technical nature as and when required.

The construction section is responsible for the execution and satisfactory completion of all works carried out by this Department in accordance with the plans, details, specifications and general requirements called for by the architectural and/or engineering design sections. In addition the Construction section includes plant and stores activities.

The functions of the Administrative and Accounts Divisions are conveyed by their respective designations.

The Department also conducts the Commonwealth Experimental Building Station at Ryde, N.S.W. This station is responsible for the conduct of research and investigation into selected subjects, notably the usage of building materials and methods of construction. The dissemination of technical information of importance to various educational, industrial, professional and other interested bodies is made through a section known as the Building Research Liaison Service, situated at Head Office, Melbourne. An indication of the type of information made available by the Station is given in the following titles of some of their pamphlets—"Climate and House Design"; "Recommendations for dimensions of kitchen fittings"; "Foundations for small buildings"; "Earth-wall construction of pise, adobe and stabilised earth"; "Selected Australian climatic data for use in building design"; "Loadings on garage floors."

Reference has already been made to the great variety of work carried out by the Department. One of the largest projects undertaken is the construction of hydro-electric plants in New Guinea, which involves the building of concrete fluming, penstocks, power houses, the installation of machinery and the erection of power transmission lines. The effects of such a scheme will be far reaching.

The wharf at Darwin destroyed during the war is being rebuilt and extended to provide greater accommodation. Wharves have also been built or are under construction at Port Moresby, Samarai, Kavieng and Rabaul.

A major work carried out is the design and construction of airports. As well as the runways this includes all airport buildings such as hangars, offices and control towers. Runways have been laid at all the major airports of Australia—at Essendon, Mascot, Pearce, Amberley and Townsville, to mention a few. The pavements for these runways have been constructed so as to accommodate the largest and most modern types of aircraft, thus keeping Australia in the forefront of international air transport.

Few Departments can claim to have been largely responsible for the building of a city, but this Department was to a large extent concerned with the design and construction of the buildings and the provision of essential services in the city of Canberra.

With the advent of National Service training, large camps had to be constructed throughout the Commonwealth. These camps were, in fact, small towns, many of them capable of accommodating several thousand men. They were built by the Department complete with roads, water supply, sewerage and electric light together with such amenities as picture theatres and gymnasia.

Hospitals for the Repatriation Department have been constructed in all States, notable examples being those at Heidelberg, Hollywood, Concord and, nearer home, at Greenslopes and the Kenmore Sanatorium. In this connection a senior officer of the Department was sent overseas in 1951 to investigate the latest methods of hospital planning and administration and many of his recommendations have since been incorporated in plans for this type of building.

Post Offices and Telephone exchanges for the Postmaster-General's Department are included in the programme of work carried out. In some western and northern towns where new Post Offices have been built, it has been possible to introduce new designs more suitable to the climate.

Houses are built for such client departments as the Army, Air Force and P.M.G. as and when required, and in recent years most of these have been prefabricated dwellings imported from abroad.

A special section has been created in the Sydney branch to handle all design and construction work connected with Commonwealth Bank buildings.

A small but rather unusual project just completed was the design of the decorations for Commonwealth buildings for the Royal Tour. The Queensland branch alone arranged for the decoration of over 80 buildings throughout the State and was also responsible

for the arrangement of the Coronation exhibits in the City Hall.

From this list—by no means complete—the diversity of the works programme can be judged. Whether plans are called for the construction of a power station, a multi-storied building or an airport, the Department has the facilities for dealing with each.

The Library must be able to supply the latest information in all fields covered by the Department and so keep its officers abreast of world advancement and ensure that the latest methods of design and construction are brought to their attention.

Many research organisations, by publishing the results of their investigations into modern problems, provide some of the Library's most valuable sources of information. Chief among these organisations are—in America—the Highway Research Board, Civil Aeronautics Administration and Waterways Experiment Station; in England—the Road Research Laboratory and the Ministry of Works; and—in Australia—the Commonwealth Experimental Building Station, and the various divisions of the Commonwealth Scientific and Industrial Research Organisation.

The Library acts as a mirror reflecting in its literature the various projects undertaken by the Department. Whether the inquiry is for information on suitable designs for a native hospital or the best type of flooring to withstand the heavy wear of an army kitchen, or the means of combating the effect on runway pavements of the high temperature of jet aircraft engines, or the best method of dealing with the depredations of teredo in timber wharf piling in tropical waters, or the producing of plans for an abattoir, the Library should be able to provide the information either from its own resources or from those of other libraries or organisations.

State Health Library

By J. WENSLY.

When I was first appointed Librarian at the Health Department an officer of the Public Service Commissioner rang me and told me I was to report to the Department of Health and Home Affairs for an interview. He was flabbergasted when I asked him where it was. I feel that a lot of the public

are just as ignorant about its whereabouts and to a lesser extent its activities. The main divisions of the Department are situated in the Department of Health and Home Affairs building in William Street, down from the Public Library. There you find the offices of the Director-General of Health and Medical

Services, the Deputy Director-General, the Laboratory of Microbiology and Pathology, the Division of Industrial Medicine, the Chief Sanitary Inspector and the Chief Food Inspector, the health inspectors and the Section of Social Services. At the back of the building are the Female Clinic and the Tuberculosis Laboratory. The Tuberculosis Division occupies a separate building at the Chest Clinic in George Street. The School Health Division is in a building opposite the Department of Health and Home Affairs and the Maternal and Child Welfare Division headquarters are in St. Paul's Terrace. The Government Medical Officer has his office in Herschell Street and the Male Clinic is in Colchester Street, South Brisbane. The leprosarium is situated on Peel Island in Moreton Bay. The Government Chemical Laboratory is housed in the sub-basement of our building and the Division of Mental Hygiene has its headquarters in George Street.

From this scattering of the various divisions you will realise that it is not possible to have the library in one central place. So as well as the main library there are libraries in the laboratory, at the Chest Clinic, at the Male Clinic, at the Maternal and Child Welfare Department and at Peel Island. All periodicals and books are received in the main library and then distributed to the other departments. It is obviously more practical, for instance, for textbooks and periodicals dealing with leprosy to be housed at Peel Island rather than in the main library. On the other hand, of course, these are distributed to certain officers in the Health Department before being despatched to Peel Island and a few textbooks on leprosy are kept in the main library for reference.

The ground covered by the library is bound up of course with the work carried out by the Department. Some of the divisions of the Department have more contact with the library than others—for instance, the Government Chemical Laboratory has its own library although there is an interchange of reference books and periodicals on subjects such as poisons and forensic medicine.

The activities of the Department are fully set out in the Annual Report of the Director-General of Health and Medical Services. The 1952-53 report totalled 108 pages and obviously it is impossible for me to do more

than mention briefly the various divisions, but these will give you some idea of the subject matter of the literature used by each.

Division of Health Supervision: Sections of Communicable disease control, Hansen's Disease, Section of Enthetic Diseases, Sections of Food and Drugs, of Environmental Sanitation and of Hookworm Control.

Tuberculosis Division: Chest Clinic in George Street, Laboratory in William Street.

Division of Industrial Medicine: Supervises the health of men and women in industry and investigates people suffering from an industrial disease and their places of work.

Division of Maternal and Child Welfare: Child Welfare Centres, Toddlers' Centres, Training Schools, and so on.

School Health Division: Headquarters in William Street.

Section of Social Services: A full-time Welfare Officer is employed by the Department.

Laboratory of Microbiology and Pathology: Full range of laboratory investigations performed—bacteriology, serology, parasitology, haematology, etc.

Division of Mental Hygiene: Psychiatric Clinic, George Street.

The literature distributed to these Divisions covers an interesting range: General medicine and treatment, diseases, sanitation, regulations concerning food and drugs, epidemiology, drugs and drug addiction, alcoholism and drunken driving tests, urology, tropical medicine, social welfare, radiology, rehabilitation, nursing and nursing education, forensic medicine, medical photography, statistics, Industrial, Physical and Social Medicine, regulations concerning poisons and pesticides, clinical pathology, haematology, neuropathology, bacteriology, medical education, hospitals, accident prevention, and so on. These are subjects just chosen at random but the list will give you an idea of the range dealt with.

Our Library subscribes to 158 periodicals and it is the policy of the Department for the library to concentrate more on periodicals than on textbooks. Medical books, particularly in regard to treatment, are prone to be out of date almost as soon as they are published. "Popular" monthlies help to keep the public very much aware of any new treatment of diseases. You all know the type

of article with screaming headlines: "A new drug for polio" (or cancer, or tuberculosis, or whatever it is). We have a character in our Department who has an uncanny knack of sniffing out new treatments written up in these monthlies sometimes before they appear in the medical literature, and then posing questions very triumphantly to the librarian.

Literature is made available on loan to any library in Brisbane and elsewhere, although requests from Southern States are infrequent. Permission is obtained from the Deputy Director-General before matter is taken away from the library by, say, students or research workers. Quite a number of students use the library, especially during vacations when they are engaged on projects.

As the name of the Department—"Department of Public Health"—would indicate, every sphere of its activities has a tremendous influence on the public. From babyhood (child welfare clinics, toddlers' clinics), through school (the school health service) to adult life in industry, people come in direct contact with officers of the department. If a mother has feeding difficulties with a baby, she can obtain advice at a Baby Clinic. If she is worried that the paint on her fence might cause her child to get lead-poisoned, she can have the paint analysed in the Government Chemical Laboratory. If a man is worried about bad lighting or fumes or ventilation at his place of work, these are investigated. If a person has syphilis he can get free and confidential treatment. If a man suspects he has tuberculosis he can be thoroughly investigated at the Chest Clinic. If he is worried about an elderly neighbour who lives on her own and is sick and destitute, a Welfare Officer will investigate the case. If he goes to a doctor and finds that he has to have a number of laboratory investigations performed, these may be done free at the laboratory. All these investigations are performed as a routine matter and receive very little publicity. Occasionally, however, some investigation is carried out by the Department which receives a great deal of publicity—you probably remember the investigations into coconut and into the arsenic content of tobacco leaf.

Such investigations frequently entail a lot of work by the library in obtaining references in the literature. Some of these are the ordinary "run of the mill" queries and are

the obvious ones for a public health library—dealing with, for instance, diseases, hygiene, food poisoning, and so on. But quite a number are unusual and many of these are from medical officers in which occasionally there is a degree of urgency. These are, of course, made to a medical officer in the Department and the query might then be passed on to the library for references in the literature. I can recall two or three such queries which I thought you would be interested to hear. One concerned the two weeks' old baby of a lactating woman who had been bitten by a venomous snake. Another was a call in the early hours of the morning to a departmental medical officer from a country doctor regarding a poisoning by a home wave rinse. Yet another concerned a man who took seriously ill in the North after he had used an insecticide spray in his garden. Other queries concerned hypnosis in medicine, thallium, paternity tests, tapeworms, drug addiction, health action following flood disasters, etc.

I suppose every medical library has its own particular cranks. For some time a highly intelligent woman who was obviously slightly deranged used to bring in to one of the staff for analysis samples of flies and moths which she said "came out of" her skin. (She blamed the industry in which she worked). Once when she came in she handed her little box to me with the remark: "We all have them—you have some crawling across your face right now." Mr. Schindler will be surprised to learn that one of his departmental officers occasionally consults the medical literature about sundry ailments which beset him. This same man, a veterinary officer, once wanted to know if the technique for a Caesarean operation in a human would be the same as that for a sow.

In recent years there has been a marked trend in the public health literature to stress the importance of educating the public to be healthy. Many diseases, like the poor, are always with us, but a lot of sickness is preventable. The Queensland Health Education Council is a big factor in controlling disease in Queensland, and its work is known to you through the "Dr. Day" column and radio talks and press articles. These are written by a lay journalist and carefully "vetted" by a board of medical experts. The subjects cover a wide range and are often

topical, e.g., at Christmas time the subjects would include Sunburn, Swimming, Camp Hygiene, and so on. Our Library does quite a deal of reference work for the Council and the work is interesting and often amusing. One woman of 67 wanted a cure for snoring. Another asked for schools to give children an extra ten minutes during the morning for "smoko." After "Dr. Day" wrote an article on the fallacy of babies being "marked" as the result of a mother getting a fright during pregnancy, the Council received several very amusing letters, one of which stated that one mother had had a fright from a kangaroo, and the baby, half animal and half human, used to fly round the countryside at night "with long leaps." The writer suggested that in the interests of medical science her body should be dug up for investigation.

As I said before, more and more importance to preventive medicine is being given in medical literature, and in the last few years the annual reports of our Department have given prominence to the matter of health education. It is obviously stupid to have an extremely efficient Health Department and

health services if people are not going to be bothered adopting commonsense health precautions. In his last report the Director-General of Health and Medical Services had a deal to say on this subject and I have his permission to quote to you his remarks, which I think are an apt conclusion to my talk tonight. He said: "It is unrealistic and selfish to expect governments to prevent disease and death—the community has an even more important part to play in prevention. Every person who observes the fundamental rules of health and hygiene, now taught in nearly every school, makes a positive contribution to community well-being. Conversely, the person who spits, sneezes and coughs indiscriminately, the person who does not wash his hands after visiting the toilet, the reckless and careless road user, the teacher or parent who creates or fosters a personality defect in a child, the mother who will not give her children the benefits of immunization, and other persons who commit similar acts, are each performing a disservice to preventive medicine and to the community in which they live."

Naco Technical Library

By J. SIROVS.

Modern industry depends on technical knowledge published in printed material or technical reports. The job of an industrial librarian is to collect and to make available to the executives and to the technical staff when they want it, information—what the Americans call "know how." The library's service is not limited only to literature research and providing annotated bibliographies, but frequently takes the form of answering more or less specific factual requests.

Industry in Australia is particularly in need of research and technical libraries. Compared with the U.S., England and European countries, Australia does not and cannot afford to do very much research for industrial purposes. Australia does not in fact produce enough to enable her to keep her industries fully efficient and up-to-date.

However, every Australian manufacturer is, in fact, dependent on printed information included in books, trade catalogues, patents,

standards, trade statistics, surveys, etc. Reference to printed material can solve the problem of an engineer, chemist or executive, but the manufacturer often is handicapped by not having on hand information when he needs it most.

After long discussion the board of N. V. Appleton Pty. Ltd. agreed that an organised technical library would solve many of its departmental and research difficulties and problems. In making this decision the board endorsed the ideas expressed in the American Industrial Bulletin, *Progress Thru Research* (1948): "The technical library can be a profit-making institution. It won't bring streams of silver dollars into the till, it won't play a symphony on the cash register, it won't run up a direct surplus on the balance sheet. But it will cut precious hours, weeks, even years from research programs, and it may stimulate one idea that will put millions of dollars worth of black ink in the ledger."

I was appointed as librarian in 1951. What

I found was a steel cabinet and some 200 books deep in dust, partly missing. That was the start. To-day the library's importance is clearly shown by its relative position in the firm as a whole.

NACO technical library is a separate section—not working under any division. The library is a unit and, as such, is placed on an equal footing with other sections and departments because its purpose is to serve equally the needs of all departments. The library is designed to serve the company's requirements for information on production (appliances, steel buildings, plastics, louvres, steel window frames, etc.), sales, finance, law and engineering problems.

Our firm is very short of specialists and these men cost a lot of money. I think my duty is to fill this gap by sparing the specialists from taking time away from their work for the purpose of searching for the information they require.

I am constantly watching out for information related to development of NACO products through many channels: books, journals, patents, standards, trade catalogues, bulletins, advertisements, etc. In the last three years I sent more than 2,000 inquiries to U.S., England and Germany, asking for special trade literature.

The dictionary catalogue, indexes and the *Naco library bulletin* bring to their attention information which the executives and engineers would probably otherwise miss. All material that is kept in the library is recorded.

The library receives regularly 106 journals and 15 newspapers. Of these only a selected number are permanently preserved and fully indexed. Recommendations for book purchases are usually the combined suggestions of the staff members—heads of the different departments—and the librarian. Purchases are approved by the librarian within the limits of the company's budget. The number of new books purchased is about 100 to 140 every year. Because the library tended to become highly specialized, some general textbooks, dictionaries and reference books are included. These books have proved to be very useful.

Lists of new material added to the library (Accession Lists) are issued monthly, attached to the Library Bulletin.

The library lends books and periodicals and there is no intention of building small departmental collections and so destroying the technical library as a useful working unit.

It does not attempt to possess all the information which we use. Through mutual book interchange with other libraries in Australia and abroad, NACO Technical Library very often gets its knowledge from outside sources.

U.D.C. in abbreviated form is used in the library for every type of literature and information. My ideal is to have all information, whatever its physical form, brought together at one place. The library is divided in two parts—books and other types of literature and information. All types of non book literature are classified like the books on the shelves and are filed in cardboard boxes or folders.

The following are the main types of material and their disposition:—

Books.

Pamphlets—put in boxes and filed and recorded by subjects. They are not catalogued because I have found it is not necessary.

Patents—kept in folders and filed and recorded by subjects. A special record is kept by the names of inventors (patentees and patent numbers).

Standards—are kept by their numbers.

Trade Catalogues—one of our special features (we have thousands of them), kept in special folders, filed by subjects and subdivided alphabetically by firms.

Newspaper clippings — being items of interest, are circulated to executives and, in some cases, kept for reference. Then they are filed by subjects.

Reports — unpublished reports of the different departments are often confidential or for restricted publication only. The physical form of these reports, usually a few pages of foolscap, makes them flappy. They are kept in folders, arranged by subjects. If the sizes are different they are put into envelopes of uniform size.

Before new research work is undertaken to develop new products or to introduce new features or processes, research reports in the library are consulted from the standpoint of

work done in the past. Quite often, a literature search discloses some forgotten data which is of great value.

Current journals are a most valuable and a most used part of the library. I hold the view that to shelve journals without taking the trouble to index them is a waste of money and shelving space. The material for indexing is selected—not all of our bound periodicals are indexed. The indexed articles are a part of the dictionary catalogue and this index is published regularly as a supplement to the *Library Bulletin*. Articles in technical journals often contain valuable information for our research and development departments which are not evident from the titles. Therefore the subject headings used for analytical entry cards are very specific so that data can be obtained easily. As many added entries are made as are necessary to cover all the points of possible interest.

When looking through the journals to index the articles of value I usually make remarks to draw attention to articles that the readers would not otherwise see. Quite often I have to add to the circulation list the names of those who do not usually see the journal but who would be interested in that particular issue. If this article might be of general interest I ask the photographer to make photostat copies and these are then distributed.

Journals are returned after each loan, so I have a record of their whereabouts at all times—which is very important in everyday library practice. Circulation is recorded under the journal (and the borrower) on visible cards. Journals are allowed to accumulate until there are several for each reader (say, two days). They are kept in special cardboard boxes which are arranged alphabetically by readers. They are distributed by the office boy.

As I said, all literature in NACO Technical Library is divided and shelved in two groups: Books, and other informative material, such as trade catalogues, bulletins, cuttings, etc. This sort of informative material forms the file of Current Data. In practice, each folder or cardboard box holds material on one particular subject—for example, service manuals for washing machines or pamphlets on hot spray painting—and is one means of showing the development in a subject within recent years. The file of Current Data covers

the same subjects as the main library and is in the same order.

There are hundreds of trade catalogues classified by subject, so that competing firm catalogues from every part of the world stand side by side, arranged alphabetically by firms. This is a very important part of the library because often comparisons between the products of firms manufacturing similar products are to be made, or in cases when our technicians seek detailed descriptions and illustrations of special types of machinery, processes, etc., or a machine is broken down and the maintenance men can't repair it without its description being studied.

Our products are on the markets in Asia, Africa, America and Europe, and our development and research programme can't fall behind that of competing firms.

The file of Current Data is very helpful for everybody—whether in research, sales, machine shop, advertising or laboratory—and it tends to fulfil a dual function, being at the same time a "watch tower" of business and a "liaison officer" among the different technical developments. It helps to explore new markets and products at home and abroad, and renders valuable assistance to advertising and sales promotion departments.

To aid personnel in keeping abreast of their subject a library bulletin is published. I have found that marked copies of journals circulated to the individuals is not enough. The busy executive or technician thinks it is not his duty to read constantly and widely. Therefore the bulletin is published in which articles on new products or techniques are abstracted. The bulletin encourages employees to seek further information. Quite often many requests come in and new problems are raised and discussed. Some of the library bulletin abstracts have had to be furnished in original copies or in the form of photostat copies.

The bulletin not only gives references available in the library, but also takes them from publications available in other libraries in Brisbane. If someone is interested in seeing an article referred to he makes a request and the librarian obtains a photostat copy. I suggest cutting out references given in the bulletin and keeping them in a personnel file.

The library bulletin is published monthly.

All these services add up to getting information quickly, in a convenient and usable form, to the person who needs it. The library is doing its job if it takes the initiative in sending useful information to the right man at the right time.

Since the library contributes indirectly to the wealth created by research in the development of new and better products and in finding new markets, investment in the NACO (or any other) Technical Library is an essential expense in every modern factory.

Section for Library Work with Children and Young People

NEW SOUTH WALES BRANCH

Report on Course in Children's Librarianship at Mosman Municipal Library,
17th-21st May, 1954

In 1951 the need for a course of training in Children's Librarianship was urged in a report made jointly by the Public Library Committee and the School and Children's Library Committee to the New South Wales Branch Council. The organization of such a course presented a number of difficulties which at that time could not be surmounted.

Upon its formation in 1953 the N.S.W. Branch of the Section for Library Work with Children and Young People discussed the possibility of holding a course in Children's Librarianship, and eventually was enabled to conduct a day course from 17th to 21st May, 1954, through the generous offer of the N.S.W. Branch Council to guarantee the Section against loss for an amount up to £50, and the co-operation of the Mosman Municipal Council which permitted the course to be held at the Mosman Library.

Even with this support the course could not have been carried out without the zeal of Miss N. Booker, Mrs. M. Cotton, and Miss T. Thomas, who devoted a considerable amount of time and thought to planning an integrated course. Furthermore, these same people conducted all the lectures except a session on methods used by some teacher-librarians to introduce children to books, which was given by Mr. Maurice Saxby, formerly teacher-librarian at North Sydney Demonstration School, and an informal talk by Mrs. Allworth on the origin and development of children's library work in Mosman.

The syllabus for the course, which was along the lines of the one originally drawn up by the Municipal Libraries Group in 1951, was concerned with three aspects of children's

librarianship, viz.—Section A: The Children Themselves; Section B: Children's Books; Section C: The Library and the Child. The three sections were covered in 15 lectures, with an extra session devoted to Stories and Storytelling. In addition to the actual lectures the programme provided for discussion periods, practical work, visits to bookshops and to a children's library. The organizing committee found that for various reasons it could offer only a one week's course and not a two week's course, as recommended in the Joint Report of 1951; therefore, in order that the maximum benefit would be derived from the shorter course, each student was required to do some preliminary reading on the three topics of the syllabus, from a reading list drawn up by the lecturers.

The committee's task of organizing the course was made considerably lighter by the support it received from all those interested in children's library work. The *Australian Library Journal* and the Library Board of N.S.W. assisted with the publicity. Employing authorities granted leave to librarians wishing to attend and in some cases paid their fees. Members of library staffs undertook extra duties to free colleagues for the course. Canterbury Municipal Library provided an extensive variety of display material for use in conjunction with the lectures on this aspect of library organization. Miss J. Jopling lent a collection of American children's books and visited the class for informal talks and discussion with the students. Satisfactory arrangements for activities related to the lectures were made with the co-operation

of Mr. Butler, librarian at Bankstown; Miss Dunkerley, librarian at Burwood; and three Sydney booksellers.

The section was greatly indebted to Mosman Municipal Council for making such comfortable accommodation available, to the Mayor of Mosman, Alderman J. W. E. Warre, for officially opening the course and welcoming the students, and to the Mosman librarian, Miss B. Thomas, the staff and friends of the library for providing amenities and enabling the course to be carried out under very pleasant conditions. Miss Thomas's association with the course was particularly valuable in that it gave the students a chance to discuss their problems with one of the pioneers of children's library work in New South Wales. It was Miss Thomas in conjunction with Mrs. Allworth who, by holding an informal social function, afforded the students an opportunity to meet other librarians, and thus enabled interstate members of the class to arrange visits to several municipal libraries at the conclusion of the course. The cheque presented to the Mayor at the official opening as a token of appreciation was in no way a recompense for all that the Mosman Council and Library had done to ensure the success of the course.

One of the most rewarding aspects of the course was the contribution made by the students themselves, all of whom approached the work in an enthusiastic and intelligent manner, and showed by their effective participation in the discussions and the relevancy of their questions a serious interest in children's library work. The committee planned the course as an introductory one for the younger people working in children's libraries, hence the fee was kept reasonably low so as not to exclude any junior librarian. However an analysis of the enrolment showed that of the 36 students 13 were under 21 years, 18 between 21 and 30 years, and five over 30 years, a range from junior assistants to seniors with considerable library experience. Members of the course were drawn from 23 libraries, of which 17 are in N.S.W. (seven in country areas), four in Victoria, and two in Queensland. An interesting fact was that less than a quarter of the students had enrolled because they were preparing for the Qualifying Certificate. In the main they had come to renew their enthusiasm, to see more clearly the ideas and ideals underlying their work, to

find out what other librarians were doing, and to discuss common problems. For some it was their first opportunity to be with librarians since they had attended a library school, and their first contact with people who had experienced difficulties similar to their own and could offer solutions.

It was impossible in a short course of one week to cover every aspect of children's librarianship, but it is hoped that those who attended gained an insight into the meaning of library service for children and obtained some practical direction for the development of children's work in their libraries.

Notices and News

NEW MEMBERS

New South Wales

Affiliate Members: Patricia Mary Taylor, Joyce Marian Jopling.

Corporate Member: Australian Railway Historical Society.

Professional Members S4.5: Joyce Estelle Monro.

Student Members: Dorothy J. Hunt, Ailsa McPherson.

Tasmania

Student Members: Janet Bessell, Peter Ross Eldershaw.

Victoria

Affiliate Members: Frank William Campbell, Aubrey Hickes Lawson Gibson.

Student Members: Doris Margaret Booth, Winifred Mary Burrage, Joan Elizabeth King.

Queensland

Affiliate Members: Herbert William Trudgett, George Harrison Russell.

Corporate Members: R.S.S.A.I.L.A., Charleville.

Professional Members: Jane Stirling Oakeley.

South Australia

Affiliate Members: Frances Maud Nicholas, Gerald Lyn Fischer.

Corporate Members: Department of Mines, Adelaide; Department of Chemistry, Adelaide; Museum Board of South Australia; Myer Emporium (S.A.) Ltd.

Corresponding Members: Stanley Beck Carman, U.S.A., Corresponding Affiliate; University of Kansas Library, Lawrence, Kansas, U.S.A.—Corporate.

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The Australian Library Scene

MELBOURNE UNIVERSITY

At the end of June, Mr. Leigh Scott retired after 28 years in office as University Librarian.

Mr. Scott joined the staff of the Public Library of Victoria in 1908 and subsequently graduated as Master of Arts in Philosophy at the Melbourne University. Under his direction and through his enlightened acquisition policies the Melbourne University Library has trebled in size since 1926, the amount spent on books alone having grown from £2,700 to £27,000 per annum.

Mr. Scott's qualities as librarian and book-lover have left their mark in the increased appreciation of books and their use in University study, teaching and research. By his introduction of effective library techniques and qualified reference service the Library has become a great deal more than a collection of books; its resources have been built up and organized to give a high standard of library service to the University, and also to many persons and organizations outside the University.

Mr. Scott's influence is also widely recognized in the larger world of books and libraries. His Library Association activities have included President of the Institute of Librarians, 1943-44, member of the Victorian Branch Council, the Federal Council, the Board of Examination, the Committee on Cataloguing and Bibliography, and President of the University Libraries Section. He has been Chairman of the Advisory Committee under which the second edition of Pitt's Catalogue was prepared, member of the Australian National Research Council Committee on Scientific Information and of the Australian UNESCO Committee for Libraries.

Mr. Scott's services to the Melbourne University Press as Secretary and later as member of the Press Board have been invaluable. No one in association with him has failed to gain in knowledge and understanding of books and book-production. In view of his intellectual gifts and genial personality it was inevitable that he should establish lasting contacts with overseas bookmen and librarians during his visit to Great Britain and the United States in 1947.

Mr. Scott will be succeeded in April, 1955, by Mr. H. Holdsworth, M.A., F.L.A., at present Librarian at the University College of the West Indies.

New Building.

The Architect has been instructed to proceed with working drawings and specifications for the new Melbourne University Library, which will consist of a basement and four floors. This scheme would enable the whole Library to move to the new site.

The cost of the complete building will be £440,000, and the University hopes to start the building by erecting a unit at a cost of approximately £175,000 in the hope that before this is completed money will become available to complete the task.

Extensive research on library buildings and equipment, particularly with regard to the planning and organization of new buildings overseas, has been carried out. The diverse requirements of the new Library, and their assessment in the light of future developments, have been enumerated and described in detail for the architect as required. The plans have also been appraised by the heads of other Australian libraries. The general plan, in view of its convenience and economy of layout, its inherent flexibility and possibility of extensions, should allow for the needs of the Library for many years to come.

Morgan Gift Collection.

The Melbourne University Library has acquired a representative collection of children's literature published between 1729 and 1900. This fine collection of over 1,000 items is probably quite unique in Australia and was presented by F. C. Morgan, Esq., M.A., F.S.A., F.L.A., antiquarian and former county librarian of Hereford, England, who devoted a lifelong interest to it. The collection offers a fund of source material for students, authors, radio broadcasters and publishers, and particularly for educationists and social workers.

LIBRARY BOARD OF WESTERN AUSTRALIA

The indefatigable Mr. Sharr writes from Perth:—

"The Regulations for the Conduct of Public Libraries gazetted by His Excellency the Governor which apply to all libraries registered by this Board, provide that any reader who presents a current reader's ticket or like authority issued by any other public library in the Commonwealth of Australia may be permitted to borrow books from any registered library in Western Australia.

The Board hopes that readers from libraries in other States will take advantage of this provision if they should visit W.A., and that library authorities in other States will offer reciprocal facilities to registered readers from Western Australia.

I should be glad if you would allow me to bring this to the notice of other librarians through the Journal."

Second Annual Report

Many of us will also have seen and read with interest the second annual report of the Library Board of Western Australia. From its attractive cover to its frankly worded conclusion it is a tribute to the enthusiasm and working capacity of this youngest of the State Library Authorities, and particularly of course to its Executive Officer.

Apart from anything else the report is quite worth reading as a kind of *confessio amantis* by a capable librarian who is also a very competent writer, and if Mr. Sharr should mount the odd hobby horse on occasion, for instance in his censures of modern fiction, there is much in what he says.

The report is clearly a statement of policy and a major weapon in the West's library promotion arsenal rather than a record of achievement. As such it should prove its value.

Incidentally, does one detect a certain symbolism in the cover design? Shall free library services, like that beautiful if somewhat unfortunately named wildflower, transform the desert areas of the State? No member of this Association can but hope they will and not only in Western Australia.

VICTORIA

Mr. Ling, City Librarian, South Melbourne, has forwarded four splendid photographs of the new branch library at Newtown; two of these appear elsewhere in this issue. Writing in the *Australian Municipal Journal* in July, he outlines a three stage plan for the development of library services in his municipality,

designed to "provide an adult and children's library service within half-a-mile of every home in South Melbourne" as well as to modernise and refurbish existing facilities.

Among other features in the remodelling of the Public Lending Library at the Town Hall he gives details of some interesting open-access shelving. Incidentally, Mr. Ling has a new slant on library propaganda that may be of use to those whose main work is promotion. He concludes his article: "Every book issued from the library can be considered as an ambassador of goodwill from the Council to the people. In terms of goodwill from the people to the Council, a good library service is without rival. At a cost of only two shillings per head of population, more than two hundred thousand such ambassadors in the form of books are reaching the homes of citizens in this municipality each year. There is surely no other branch of municipal service which achieves so much at so little cost."

From Victoria, too, comes news of the opening, in August, of the new Kew Municipal Library, "the completion," as was said on that occasion, "of 94 years of library service." At the opening ceremony it was stated that 55,470 issues had been made over the previous three months from a bookstock of 24,651. Perhaps these figures are related to the further interesting fact that the municipality and its library service have been able to co-opt the services of a surprising number of librarian residents, including Mr. E. R. Pitt, Mr. Leigh Scott and Mr. E. L. Frazer. It must surely be a unique situation to have the former Librarian of the State Public Library, the former University Librarian and the Parliamentary Librarian all residing in the same suburb (my apologies in advance to the outraged pride of the citizens of Kew!)

COMMONWEALTH NATIONAL LIBRARY

From Canberra, the *Annual Catalogue of Australian Publications 1953* and *Australian Books 1953*. One can only say how pleasant it is to see the *Annual Catalogue* appearing reasonably soon after its title date. As a mere neophyte editor and one who has so far been completely unsuccessful in meeting his self-imposed deadline, one can hardly criticise, but being human one will and ask

whether the publication date of this valuable tool cannot be rolled even further back?

Mr. White has this to say of the list:—"A good year from the point of view of serious writing on some aspects of Australian life and development, but a disappointing one from the point of view of the future of the publishing industry. The stimulus which the wartime shortage of books from overseas gave to publishing here has not been maintained, the number of titles published having fallen from the wartime peak of 1,288 to 516 in 1953. By contrast the number of books published in the United Kingdom has risen from 7,241 in 1942 to 18,257 in 1953, and in the United States from 9,525 in 1942 to 12,050 in 1953. These figures reflect the difficulties with which Australian publishers are still faced, and most of them still have to engage in bookselling to survive. Though Australians, along with New Zealanders, still buy more books per head than people in any other country they should be encouraged to support Australian publishing by buying more Australian books. There has been a noticeable improvement in the standard of Australian book production and many Australian books now compare favourably with overseas books both in scope and quality of their writing.

A detailed analysis reveals that 287 of the total of 516 titles were published by 40 firms, including six new firms, publishing two or more books each. Societies and institutions with which publishing is merely subsidiary to some other purpose were responsible for 132, firms producing a single volume for 52 and private individuals for the remainder, 45. Only nine publishers produced ten or more books totalling 174, only 12 produced between five and ten totalling 63, and 19 produced less than five totalling 50. New South Wales produced 165 titles; Victoria, 164; South Australia, 35; Western Australia, 12; Queensland, 21; Tasmania, 10; and the Australian Capital Territory, 9.

There were 106 works of imaginative literature, including poetry, drama, fiction, essays and criticism; 97 on the social sciences, including politics and economics; 81 on history, biography and travel; 74 on business and technology; 26 on religion; 20 on science; 19 on sports and amusements; 14 on music and the arts; 11 on libraries and bibliography; and 2 on philosophy.

Fifty-five titles were reprints, 42 of books first published overseas and 13 of books first published here.

The *Annual catalogue* includes also books published overseas by Australian authors or about Australia. Fifty-two such titles were published in 1953, nine of them in foreign languages. Well known writers translated into French, German, Dutch and Polish respectively included Jon Cleary: *You can't see round corners*; Nevil Shute: *Round the Bend*; Robert Close: *Love me Sailor*; Stanley Porteous: *Providence Ponds*; Katherine Susannah Prichard: *The Golden Mile*. Books reprinted overseas in English include Frank Davison: *Dusty*; Ruth Park: *Dark Roses and Witch's Thorn*; and Thomas Wood's *Cobbers*."

NEW SOUTH WALES

Information from this State is gleaned from *Library Staff News*, issued monthly by the staff of the Public Library of New South Wales and the libraries of the N.S.W. Government Departments and Institutions. A very interesting little journal, this, in case you have not seen it. Dr. and Mrs. Kunz manage to collect in each issue not only, as one might expect, details of appointments, resignations, intra and extra institutional activities of staff members and so on, but also a comprehensive account of the official doings of the Library Board and, in each issue I have seen, an account of the activities of one of the less well known of the associated libraries.

On the doings of the Board it would appear as if Mr. McGreal and his staff seem to earn their travelling expenses. I find that Mr. McGreal, during July and August, visited Katoomba, Maitland, Orange, Deniliquin, Mathoura, Moama and Echuca, while Miss Miller over the same period showed the flag in Kyogle, Grafton, Casino, Taree, Wingham, and Shires of Manning and Gloucester, in Paramatta and in Temora.

Altogether the situation in New South Wales would appear to be one of continuous progress. Again over the July-August period we find that in addition to the development in Orange in the Clarence area and in the Riverina, The Scone and District Public Library was opened, the Shire of Cudgegong adopted the Act, there were new developments at Kiama, a mobile library service was established on the Upper Murray and

Wollongong embarked on their second book-mobile.

TASMANIA

As an examiner as well as an editor, may one pass a bouquet to Tasmania for *Library Opinion*, and especially for the criticisms of the recent papers. I always find *L.O.* interesting; interesting too is the fact that such a relatively small branch should have had the initiative to start its own journal. As to the criticism of the papers, the official opinion of the Board may not be in accord with mine, but I think it quite valuable for such criticisms to be made openly by competent persons. As far as I can judge personally I would rate them as just, and I speak, remember, as a victim myself!

QUEENSLAND

Having provided for too large a proportion of this issue already it might be not unreasonable to preserve a discreet silence at this stage!

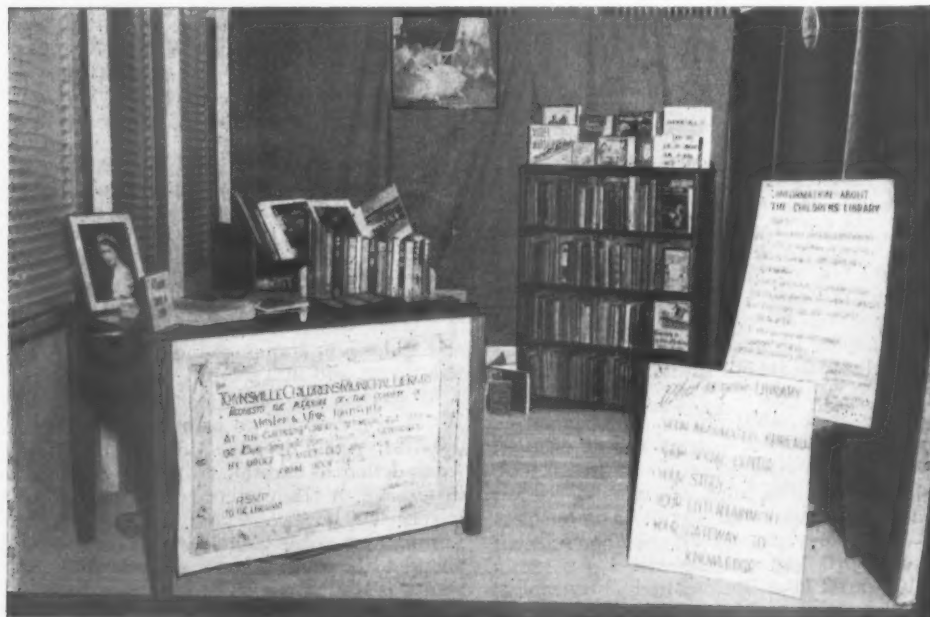
But, lest we be hung for a lamb whereas we are in reality a very healthy sheep, here in conclusion is an interesting progress report from Townsville. Mrs. West wrote as follows:

"Enclosed is a photograph of a display which the Children's Library arranged for the Townsville Annual Show this month. I thought it might be of interest to readers of the *Journal*.

An assistant was in attendance during the show and a record was kept which showed that just over 1,000 persons inspected and discussed the books on display. Fifty of these books were reserved for readers, there were 45 enquiries about extra library activities, 50 new readers joined the Library at the show, and over 200 parents discussed their children's reading problems with us. We considered the effort in arranging the display to have been well worth while. The cost of the display, approximately £5, was for floor space, rental and cartage of books and furniture from the library to the show ground. The posters were done in the Library with the help of council draughtsmen, and the walls were draped with pale green binding cloth in such a way that we were able to use the cloth for binding purposes later."

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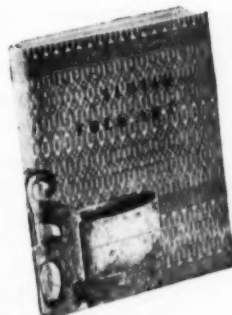
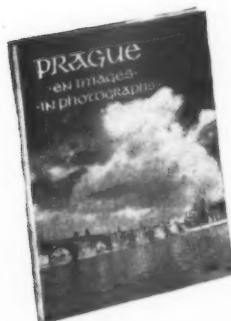
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Please write Technical Librarian, Australasian United Paint Company Limited, Port Adelaide, South Australia.

A MYLDE BLASTE FROM THE EDITOR

It may be remembered that, on a previous occasion, I pointed with some hesitancy to one of the major disadvantages of locating the editorial offices of any journal in a non-central position. I made what I thought was the obvious point that it was in fact the responsibility of members in other States to see to it that the *Journal* did not become a Queensland periodical.

I would direct your attention to the contents of the present issue. Now I am nothing loth to print material originating in my home State. There are people here who have things to say on matters library and our journal is an appropriate medium for their expression. On the other hand, it seems likely that on a mere matter of proportion there must be at least some other persons in the more populous States who have had similar stirrings. Please have your contributions to the January issue in before Christmas.—EDITOR.

Board of Examination

EXAMINATION RESULTS, 1954

Australian Capital Territory

Preliminary Examination

Merit—

Barr, Heather Grace
Robinson, Judith Catherine
Schneider, Anne Theresa

Pass—

Burne, Bruce Thomas
Crofts, Ruth Carey
Menzies, Walter Neil
Salvador, Christine
Velins, Erika
Whittle, Edith Julia
Wilkinson, Margaret Ada

Australian Capital Territory

Qualifying Examination

Pass in Four Papers—

Cook, Norma Gertrude (with Merit Q9)

Pass in Three Papers—

Leaper, Dorothy May (with Merit Q8)
Nolan, Audrey Margaret Grahame

Pass in Two Papers—

Neilson, Nigel James Bruce
Van Pelt, Jan Daniel

Pass in One Paper—

Cox, Margaret Heather
Davies, Mary Grace Elizabeth
Freiberg, Michael
Heseltine, Ann Elizabeth

New South Wales

Preliminary Examination

Merit—

Laws, Ruth Rosemary
McPherson, Ailsa
Paterson, Helen Fairlie
Ramsay, Dorothy Stanbury
Spinks, Betty Rose
Taylor, Jill Annette

Pass—

Abbott, Leone Edith
Adamson, Patricia Ruby
Allen, Megan Constance
Bongers, Beverley Anne
Brolly, Elizabeth Helen
Brooker, Margaret Rosemary
Cable, Wendy Elizabeth Ross
Callaghan, Patricia Mary
Cambridge, Julia Gray

Chambers, Gwenneth Evelyn

Chester, Esther Lina
Clare, Margot Beverley
Clouston, Marie
Clout, Anita
Crane, Roslyn Ann
Culley, June Eleanor
Dawson, Judith Anne
Doniela, William Vyt
Duffy, Robin Moynie
English, Carole Louise
Evans, Joan Patricia
Everingham, Robyn Virginia
Ferrier, Mary
Fitzgerald, Helena Margareta
Fowler, Margaret Phyllis
Fullagar, Kathleen Beryl
Gatley, Merice Elaine
Gillam, Helen
Gilmour, Anthony Hugh
Goddard, Dorothy Elizabeth
Gordon, Elizabeth Helen
Green, Philippa Rodwell
Grooms, Janis Rosemary
Handscomb, Gladys Clare
Harvey, Brian Warwick
Hogan, Margaret
Holdom, Kathleen Mary
Hope, Cherry
Horner, Reginald
Humphries, Shirley Gladys
James, Nina Lorna
Kellett, Joyce
Kennedy, Margaret Joyce
Keys, Jasmine Churchill
Kirkness, Vera Joan
Llewellyn, Shirley Ivy
Lovering, Beatrice Maud
McAdam, Jill Douglas
McKinnon, Margaret
McMahon, Anne Monica
McPhee, Janice Mary
Marsden, Elizabeth Anne Gunson
Meletios, Janice Helen
Miller, Jeanine Genevieve
Mitchell, Judith Joy
Neville, Eileen Mary
Nicolson, William Peter Steele
Nielsen, Julie Marie
O'Farrell, Margaret Anne

O'Leary, Philippa Perpetua
 Palmer, Patricia Ann
 Pert, Mary
 Powrie, Audrey Ruth
 Quilter, Judith Anne
 Quodling, Helen Patricia
 Reading, Marina Elizabeth
 Rees, Alan Lloyd
 Rider-Jones, June
 Robb, Julie Rose
 Roe, Marjorie
 Rovkin, Ruth
 Ryan, Jeanette Ruth
 Saddington, Helen Menzies
 Sim, Helen Grant
 Stayner, Robina
 Stilwell, Geoffrey Thomas
 Sullivan, Marcia Mary
 Taunton, Julia Marjorie
 Teale, Valerie Claire
 Thompson, Olga Camillus
 Waive, Beverley Ann
 Walker, Anne Romaine
 Warnes, Mabel Gertrude
 Warwick, Patricia Joan
 Waterhouse, Evan Wilson
 Wilkie, Diana Edina
 Wilson, Barbara Isabel
 Wilson, Barbara Jean
 Wright, Judith Mary

New South Wales Qualifying Examination

Pass in Six Papers—

Giffin, Heather Mary Sinclair

Pass in Four Papers—

Charteris, Frances Joan
 Dowd, Marion Frances
 Dyce, Jean Bell (with Merit Q2)
 Geake, Joyce
 Lewis, Betty

Pass in Three Papers—

Bairstow, Isla
 Boyd, Benjamin John
 Collins, Anne Therese
 Drew, Ruth Irene
 Fardell, Gladys Joyce
 Fordyce, Gladys Patricia (with Merit Q6)
 Joynson, Shirley Ruth
 Kunz, Egon Francis
 Macallister, John Ferguson
 Miller, Margaret Mary (with Merit Q6 & Q7)
 O'Leary, Mary Elizabeth
 Scott, Joan Margaret

Pass in Two Papers—

Ashton, Thelma Elsie
 Beck, Frederick Arthur George (with Merit Q2)
 Beddie, Merle Kirkpatrick (with Merit Q2)
 Borchardt, Betty
 Burke, Mary Madeline
 Cope, Russell Leslie David
 Hatten, Judith Clare
 Hudson, Lindsay Grace Barrow
 Hunt, Leonard Douglas
 Kunz, Elsie St. Ledger
 Levett, Gwendolene
 Masterman, Leslie Charles
 Muller, Joan
 Murray, Heather Betty May
 Remington, Susan Mary Cochrane
 Rider, Marjorie Hope
 Robertson, Ruth Helen
 Steel, Judith Ellen
 Trask, Margaret (with Merit Q4B)
 Watkinson, Renate
 Woodward, Helen Chaseley

Pass in One Paper—

Barwell, Margaret Joan
 Bing See, Rosemary Dawn
 Bowen, Barbara Gladys
 Cottle, Cynthia Jane
 Ellis, Frederick John
 Hall, Noeline Maree
 Hicks, Jean Shirley
 Morton, Jack
 Parkes, Anne Stuart
 Perks, Gwendoline Joan
 Scott, Margaret Joan
 Simkin, John Edgar
 Smith, HESSIE
 Stonehill, Shirley

Queensland

Preliminary Examination

Merit—

McLeod, Fiona Margaret

Pass—

Barry, Joan Evelyn
 Busteed, Jill Palmer
 Denmead, Rosemary Clare
 Doig, Anne Judith
 Donald, Mavis Lorraine
 Greenstreet, Judith Anne
 Harding, Claire Ann
 Manni, Florence Margaret
 Mansfield, Sally Patricia
 Mütze, Freda
 North, Jennepher Anne L.

Nussey, Edward Reid
 Pleak, Clifford Theo
 St. George, Judith Ann
 Smith, Jean Eunice Hackshall
 Thatcher, Alison Carson
 Weeks, Lynette Marjorie
 Windson, Shirley Ruth

Queensland
Qualifying Examination

Pass in Four Papers—
 Young, Lesley Ellen
Pass in Three Papers—
 Cornelius, Herbert Francis
 McDougall, Betty
 McPhail, Isabel Jean
 Melville, Corinna Edith
Pass in Two Papers—
 Brown, Christine
 Brown, Maureen Vera
 Collocott, Felicity Clare
 Power, Lola Winifred
 Schindler, Charles
Pass in One Paper—
 Cotton, Greta
 Griffiths, Colleen Margaret
 O'Brien, Kathleen Mary
 Scott, Ellen
 Shearer, Barbara Ray

South Australia
Preliminary Examination

Pass—
 Brice, Annette
 Creaser, Helen Mary
 Dawe, Peter Harold
 Lawry, Shirley Joy
 Mortimer, Arthur William B.
 Price, Margaret Anne
 Proudman, Dorothy Mena
 Smith, Jennifer Ann

South Australia
Qualifying Examination

Pass in Four Papers—
 Zwillenberg, Hans Joachim
Pass in Three Papers—
 Bettison, Margaret Selina
 Owen, Gwenyth Winsome
Pass in Two Papers—
 Batley, Josephine Mary
 Correll, Shirley Edith
 Olding, Raymond Knox
 Wells, John Anthony
Pass in One Paper—
 Hand, Elizabeth Joyce
 Harslett, Gwenda Tancred
 Russell, Peter

Tasmania
Preliminary Examination

Merit—
 Moody, Diane Shaw
Pass—
 Clippingdale, Mary Margaret
 Lovett, Phillipa Ann
 Shone, Verna Jennifer
 Willson, Robert Kingsley

Tasmania
Qualifying Examination

Pass in Four Papers—
 Britcliffe, Kay
Pass in Three Papers—
 Pitt, Margaret Jessie
 Tucker, Marjorie Clare
Pass in Two Papers—
 Borchardt, Dietrich Hans
 Buckie, Joan Margaret
 Pickering, Tom Mansergh
Pass in One Paper—
 Laskey, Mary Elaine

Victoria
Preliminary Examination

Merit—
 Donaldson, Jean Valerie
 Gunner, Iris Marea
Pass—
 Acton, Margaret Mary
 Anderson, Hugh McDonald
 Booth, Doris Margaret
 Brett, Joan Frances
 Britain, Ian Charles S.
 Brown, Rhoda Grace
 Burrage, Winifred Mary
 Calder, Mary Elizabeth
 Canavan, Eunice A. R.
 Chesterfield, Isabell Ann
 Cross, Helen
 Cummins, Joyce Irene
 Darling, Keith Selwyn
 Davis, Kathleen Frances
 Davy, Lesley Jane
 Dawson, Diana Ruth
 Dick, Emily
 Engelman, Tamara
 Evans, Janice Melva
 Farnsworth, Mary Ann
 Fuller, Deidre Ngao
 Gates, Barbara Violet
 Gleeson, Winifred
 Gribble, Dorothy Helen
 Harris, Dorothy Estelle
 Hansen, Lila Gertrude
 Henderson, Joan Humphries

Hitchins, Barbara Anne
 Hoctor, Laura Anne
 Hughes, Elisabeth
 Hynam, Barbara Mavis
 Judkins, Lynette
 Kelly, Frances Mary
 King, Joan Elizabeth
 King, Vera Joy
 Krahnert, Brian Eric
 Laxton, Helen Denise
 Lobb, Lillian Ernestine
 McCutcheon, Lesly
 McKenzie, Janet Elaine
 McPhee, Anne Philomena
 Mantel, Hannelore
 Maslen, Joan Winsome
 Masters, Joan Mary
 Miller, Janet Fergus
 Newton, Betty
 Palfy, Katherine
 Pescott, Gwynneth Ann
 Pethebridge, Dorothy Irene
 Porter, Hal
 Radvansky, Susan Catherine
 Ritchie, Anne Christine
 Sharp, Ronald Cecil
 Shillinglaw, Lynette Anne
 Southby, Rosemary
 Steele, Dorothy Margaret
 Stowell, Pamela La Mothe
 Tuxen, Mary Evelyn
 Ward, John Livingstone
 Webber, Alan Reid
 Wedge, Lois Thelma
 Whight, Jack Cecil
 White, Margaret Joy
 Wise, John Henry
 Wood, Lesley Elizabeth

Victoria

Qualifying Examination

Pass in Four Papers—

Dirkis, Patricia Claire
 Reynolds, Edna Patricia (with Merit Q4A)

Pass in Three Papers—

Boyd, Walter Henry
 Challenger, Beryl Ruth
 Doubleday, Betty Constance L. (with Merit Q5)

Forbes, Annie
 Johns, Helen Wallace
 Kelly, Ian Melville

Trier, Pamela Rosemary (with Merit Q8)
 Wright, Nonie

Pass in Two Papers—

Aitkenhead, Janet Margaret

Anthony, Margaret Helen
 Barber, Janet Clare
 Burns, Una Millicent
 Carroll, Gwenneth Marian
 Chapman, Elizabeth Noel
 McNamara, Irene Winifred
 Odgers, Ida Dorothy
 O'Keefe, Kathleen Mary
 Young, Jocelyn Lois

Pass in One Paper—

Andrews, Ruth
 Brown, Isabel Anne
 Covill, Keith Knapp
 Eastwood, Isabel Margaret
 Harnett, Mary Florence
 Holman, George Clavering
 McShane, Margaret Mary
 Prince, Pixie Patricia
 Shaw, Joan Hambly
 Stanley, Beatrice Lorraine
 Van Dantzich, Sigmond

Western Australia

Preliminary Examination

Pass—

Roberts, Leila Shirley

Western Australia Qualifying Examination

Pass in Two Papers—

Tweedie, Ian Douglas
 White, Antoinette Elizabeth M. S.

Pass in One Paper—

Cromer, Charlestra Lillian
 Lewis, Valerie
 McConnell, Natalie Elaine

QUALIFYING EXAMINATION, 1954

The following completed the Qualifying Examination this year:

A.C.T.—

Cook, Norma Gertrude
 Heseltine, Ann Elizabeth
 Leaper, Dorothy May

N.S.W.—

Burke, Mary Madeline
 Charteris, Frances Joan
 Drew, Ruth Irene
 Dyce, Jean Bell
 Geake, Joyce
 Giffin, Heather Mary Sinclair
 Hicks, Jean Shirley
 Kunz, Egon Francis
 Lewis, Betty
 Macallister, John Ferguson
 Masterman, Leslie Charles
 Miller, Margaret Mary

Watkinson, Renate
Woodward, Helen Chaseley

Queensland—

Brown, Christine
Brown, Maureen Vera
Cornelius, Herbert Francis
Young, Lesley Ellen

South Australia—

Zwillenberg, Hans Joachim

Tasmania—

Borchardt, Dietrich Hans
Pitt, Margaret Jessie

Victoria—

Barber, Janet Clare
Doubleday, Betty Constance L.
Forbes, Annie
Kelly, Ian Melville
Reynolds, Edna Patricia

REPORTS ON RESULTS

Detailed comments on the papers by examiners will be published in the Handbook for 1955. Brief extracts are given here to show the examiners' general impressions, and it is evident from these that whilst there has been some improvement in some papers the general weaknesses of previous years have not been greatly reduced.

Too many candidates are still just having a shot, very much in the dark; they are ill prepared by themselves or their teachers and

are far more interested in getting through anyhow, than in getting a knowledge of librarianship. Some candidates have not the standard of general education, of assimilation and expression of knowledge, which is supposed; especially for the Qualifying Examination.

Even for the Preliminary Examination candidates are supposed by the matriculation requirements to be capable of work on the subjects of the examination at first year university level, and Qualifying Examination candidates may be expected to attain a university pass degree standard. Many candidates do not appear to appreciate what this standard requires, and other, including many university graduates, do not appear to think that librarianship is worth the effort required to attain it.

It is possible that many candidates, and some of those who advise or prepare them, simply do not realise that examinations which are not set by universities, but by their own professional body, are at the same tertiary level, and not that of an examination for letter sorters.

What the examiners of one paper said applies to most: the candidates show "lack of reading and too much reliance on knowledge and experience of the local library

QUALIFYING EXAMINATION Passes and Failures by Papers

	Pass	Fail	Total	Merit
Q1. Cataloguing, excluding classification and subject headings	38 (45%)	46 (55%)	84	—
Q2. Classification and subject headings	44 (58%)	32 (42%)	76	3
Q3. Cataloguing and classification: Practical	42 (47%)	47 (53%)	89	—
Q4. Provision, administration, processes and services of libraries:				
A. General reference libraries	12 (70%)	5 (30%)	17	1
B. General lending libraries	11 (52%)	10 (48%)	21	1
C. University and college libraries	7 (47%)	8 (53%)	15	—
Q5. Provision, administration, processes and services of special libraries and information services:				
A—H	18 (78%)	5 (22%)	23	1
I. Australiana	2 (100%)	—	2	—
Q6. History and purposes of libraries and related services	32 (71%)	13 (29%)	45	2
Q7. Production, acquisition and indexing of materials for research	22 (58%)	16 (42%)	38	1
Q8. Production, publication, history and care of books	23 (68%)	11 (32%)	34	2
Q9. Archives, with special reference to Australia	3 (100%)	—	3	1
Q10. Work with children	19 (45%)	23 (55%)	42	—

scene." Candidates often use the private language or slang which grows up in most libraries, apparently without any of the awareness that should come from reading that it is not standard and may be unknown to the examiners.

The following are the comparative statistics for the Preliminary Examination, 1953 and 1954:—

Preliminary Examination

	1953	1954
Passed	198 (69%)	205 (67%)
Failed	89 (31%)	99 (33%)
Total	287	304
Merit	6 (2%)	13 (4%)

The following are general statistics for the Qualifying Examination for 1954:—

Passes in Groups of Papers

- 1 who took 6 papers passed in 6
- 11 who took 4 papers passed in 4
- 11 who took 4 papers passed in 3
- 3 who took 4 papers passed in 2
- 5 who took 4 papers passed in 1
- 19 who took 3 papers passed in 3
- 19 who took 3 papers passed in 2
- 15 who took 3 papers passed in 1
- 25 who took 2 papers passed in 2
- 20 who took 2 papers passed in 1
- 1 who took 1 paper passed in 1
- Total 130 who passed in one or more papers out of 174 who attempted one or more papers at the Examination
- 29 candidates completed the Qualifying Examination in 1954.

The following are extracts from the examiners' general remarks on papers:

P.1. Books and Libraries: "Rightly or wrongly, the examiners took the view, as always, that this Preliminary paper must be regarded as just that, that it should not be unduly exacting and that it should be marked with reasonable liberality. The shocking thing is that even under these conditions a number of candidates could not achieve pass standard . . . It was discouraging to see the very small minority who regarded the examination as more than a chore to be disposed of by the minimum of unintelligent rote-learning."

P.2. Acquisition and Preparation of Books: "In keeping with the examiners' past experience, the two main causes of failure in the paper were lack of preparation and failure to read questions carefully. . . . In many cases,

too, it was apparent that the candidates' standard of education was barely adequate for the examination, resulting in answers such as '869.1 represents a book on Spanish in Anglo-Saxon times' and 'There is no such thing as ancient Greek drama.' But sheer lack of the knowledge required by the syllabus was the outstanding reason for the low average standard of answers."

Q.1. Cataloguing, Excluding Classification and Subject Headings: "Some candidates produced quite good papers, although few could keep up a standard for all six of the questions attempted. At the other end some papers were appallingly bad, indicative perhaps of the Australian attitude of 'have a go.' Unfortunately for these candidates, something more than willingness to try anything was needed for this paper."

With ten full minutes to read the paper before starting to write, it is surprising to note the number of candidates who misread or misunderstood questions. In some cases perfectly good answers were given to questions completely different from those asked. At times pages of irrelevant material were handed in despite the examiners' warnings of previous years that credit cannot be given to such meanderings. For example, a discussion on the need for comfortable chairs for cataloguers is not relevant to a question on the location of the cataloguing room."

Q.2. Classification and Subject Headings: "More candidates showed a grasp of the subject generally than in earlier years, but there is still plenty of room for improvement, not only in performance, but in average capacity for performance. Still, too, many candidates and/or their teachers do not realise that the Qualifying Examination is one at a tertiary level, and/or they are not qualified by innate ability or by experience or training to cope with an examination at that level. The examination is not just an advanced Preliminary for library assistants, it is one for the librarians of the future, who, before they attempt the Qualifying Examination, should be able to inform themselves and write about professional matters in a way which at least shows promise of full maturity. Many of the candidates would do better by acquiring some maturity of thought and expression through university studies than by rushing on to complete the Qualifying Examination as a supposed substitute for a tertiary education."

Some candidates who think for themselves well enough, fail through lack of information."

Q.3. Cataloguing and Classification—Practical: "With the exception of Question 4, the descriptive cataloguing was of fair standard and most of the candidates showed a working knowledge of the rules in their choice of heading. At least 50% of the candidates failed to recognise in Question 4 an example of a periodical with a distinctive title. . . .

The subject cataloguing showed a lack of knowledge of the principle of specific entry. . . .

Candidates who attempted classified cataloguing with U.D.C. showed much the same lack of appreciation of the necessity to be specific in subject entry as did many of those who attempted dictionary cataloguing."

Q.4A. General Reference Libraries: "The standard of papers submitted by candidates this year was more even and generally higher than previously and reflected better preparation for the subject than last year or the year before. This may indicate only that candidates, with two earlier papers to guide them, anticipated the type of paper likely to be set by the examiners in their third.

Three papers were awarded marks above 70% and the top mark of 83% was awarded to a candidate whose wide knowledge over the whole paper, clear thinking and well expressed answers particularly impressed the examiners. . . . Two candidates appeared to suffer from lack of a general educational background of the standard expected at this stage of the candidates' professional career."

Q.4B. General Lending Libraries: "Some idea of the general quality of the answers submitted by candidates may be gained from the fact that of the eleven successful candidates, four of them gained more than two-thirds of the full marks allotted, two of them had average passes, and the remaining five were actually borderline cases.

It was very obvious that more than half the candidates had not prepared themselves for the examination. It was also obvious that many of them had not ready widely enough or acquired sufficient real knowledge of the subjects of the syllabus to be examined thereon.

It depresses us to have to read such badly spelled and badly composed answers, and although the examination is primarily a test

of the candidates' knowledge of General Lending Library organization and procedure, we do not view with complacency such candidates as these representing themselves to their employing authorities as individuals qualified to take charge of a public library."

Q.4C. University and College Libraries: "The average standard of the candidates for examination in Q.4C showed some improvement on those for 1953.

A majority of the papers, however, still evidenced lack of reading and too much reliance on knowledge and experience of the local library scene.

Poor arrangement and disregard of what are the obvious and separate divisions of a question, repetition and irrelevant detail indicated a lack of systematic thinking in too many cases."

Q.5. Provision, Administration, Process and Services of Special Libraries and Information Services: "The papers generally were of a good pass standard and showed practical knowledge of special library work. Candidates lost marks in Part I of the paper because, in many cases, they gave the impression that they were confining their answers to a description of practices in their own libraries without giving a critical appreciation of possible alternative systems. On the other hand, in Part II many candidates failed to fit their answers to the subject field in which they had elected to be examined; this was specially evident in the question on the choice of a classified or dictionary catalogue. Also in questions involving the use of reference tools candidates tended to restrict their answers to aspects covered by their own library rather than the whole subject field which they had chosen."

Q.5I. Australian: "Only two candidates sent in papers. One is fair, the other is a bare pass. The answers show that the candidates have read the literature available and have had some practical experience, but both candidates generalise too much, their answers miss essential points and lack logical construction."

Q.6. History and Purposes of Libraries and Related Services: "The weaknesses noted by examiners in previous years were again evident. Chief amongst these was failure to answer the questions asked, either because the question was not read carefully and properly understood before the answer was

begun, or because the candidate was simply not sufficiently prepared for it and was unable to write to the point.

With some exceptions, however, candidates generally appeared to have made a real attempt to prepare themselves within the range of the syllabus. But there was marked evidence of immaturity which suggests that many candidates attempted the paper too soon, and although they may have read fairly deeply their experience and background of knowledge was inadequate for them to answer questions at the standard of intelligence, understanding, and knowledge required in the Qualifying Examination. Many candidates in most questions supplied answers more appropriate for the Preliminary Examination."

Q.7. Production, Acquisition and Indexing of Materials for Research: "Answers to this paper showed the common failings even more than the fairly similar paper Q.6, that is, inadequate preparation and failure to read questions carefully or at least to keep to the point. For example, in question 8, which asked candidates to estimate the importance of various methods of reproducing writing 'for the dissemination of information and opinion,' many discussed the much more restricted topic of their use in libraries. While candidates mostly had a basic store of facts relating to each question they handled them badly and had few ideas about them, with the result that they tended to write all they knew about the general subject of the question without specifically answering it. Several candidates answered four questions only and some answered five only. The results showed that a majority of candidates were not adequately prepared to attempt this paper."

Q.8. Production, Publication, History and Care of Books: "The general standard of the papers was mediocre, few being really outstanding for either goodness or badness. In view of the very wide field covered by the syllabus and the requirement that six questions be answered in the time, as well as the 'non-professional' nature of the subject, the standard adopted for a pass required no more than a reasonable general, but not specialist, knowledge of the subject under discussion, and avoidance of gross inaccuracies and some clarity of thought and expression.

The choice of questions and the nature of the answers clearly indicated the reliance of candidates on the known and readily accessible literature which they had usually read. They tended to avoid questions which required other preparation or *ad hoc* solutions."

Q.9. Archives, with Special Reference to Australia: "It is difficult to generalize about the results of three candidates obviously differing widely in their preparation and their approach to the subject. However, it is quite clear that candidates, in this subject particularly, still lack adequate guidance or first-hand experience of the materials and methods they are required to discuss. This is inevitable as archival work develops only slowly here, and it must therefore be taken into account in assessing papers. In the circumstances, one merit paper is a matter for congratulation."

Q.10. Library Work with Children: "It is possible that the candidates who failed paper Q.10 did so because they had not undertaken real study in their field. They too often relied on general principles and their own practical experience. Consequently, many of their answers were vague and lacked the specific knowledge required by each particular question."

Branches and Sections

AUSTRALIAN CAPITAL TERRITORY

A branch meeting was held on the 19th July to receive a verbal report on the June General Council meeting in Melbourne by A.C.T. Representative, Councillor Mr. H. L. White. One matter which provoked lively discussion was the decision of the Board of Examination not to hold an examination for the Qualifying Certificate in June, 1955.

Miss Elizabeth Hall of the National Library sailed in the "Taiping" during August for a nine weeks tour of Japan.

Miss Coral Beikoff has joined the staff of the C.S.I.R.O. Library in Canberra, after five years with the National Library.

Mrs. C. Wood (formerly Jill Phillis) who was with C.S.I.R.O. Library, sailed for England in the "Largs Bay" in August with

her husband. Whilst abroad she hopes to undertake a library course at the University of London.

Branch members were happy to welcome back to Canberra Dr. Schellenberg of the U.S. National Archives, who first visited us during March this year. For three weeks during July, Dr. Schellenberg conducted two Seminars, one on Archives and the other on Records management, at the National Library Annexe at Parkes.

NEW SOUTH WALES

A most interesting meeting was held on 18th August when under the chairmanship of Mr. Butler, Messrs. Murray, Allison, Churm and Ryan discussed the problems associated with providing a bookmobile service and the design of a suitable vehicle.

Miss F. M. T. Thomas, B.A., LL.B., at present a Branch Councillor, and Mr. E. Seymour Shaw, M.B.E., President of the Branch and a Representative Councillor for 1954, were elected as Representative Councillors for 1955.

Mr. C. E. Smith, B.A., Assistant Secretary of the Branch, has been elected Vice-President, to replace Mr. F. W. Torrington, whose resignation was reported last month. Mr. T. B. Southwell, B.A., of Fisher Library, has been appointed to the Council as a member.

Members are reminded that as usual the Christmas meeting will be a Late Afternoon Party at the Union, Sydney University. The date—10th December.

QUEENSLAND

Dr. T. R. Schellenberg, the Director of Archival Management in the National Archives of the United States, gave a talk at a Branch meeting on the 24th August. This was illustrated by a series of colour slides and was much appreciated by members.

Dr. Schellenberg told how the National Archives fitted into the Administration and outlined its internal organisation. Dealing with the relations of the National Archives with government departments, Dr. Schellenberg spoke of the appreciation with which many such departments looked on the National Archives, particularly in the early stages, but this has now given place in most cases to confidence in the arrangement and ready accessibility of documents in the central institution. The speaker also dealt briefly with the organisation and storage of

documents together with the finding aids involved. In all of this there was a marked divergence from usual library organisation and in response to a question Dr. Schellenberg made the distinction, explicitly affirming that archives should not even be in the same building as a national library except perhaps in small States, and even there a rigid division should be maintained.

During the same meeting Mr. Bryan raised the matter of the conference in 1955 to be held in Brisbane and advised members of certain suggestions which the Branch Council had made to the Federal Executive. He also asked members if they would consider billeting interstate delegates as the availability of private accommodation either free or at a nominal fee might be the difference between some people being able to come or not. A circular would be distributed later to get details from those who would be willing to billet delegates.

At a recent meeting of the Discussion Group members received some first hand interesting information on book publishing from the author's point of view. This was given by Mr. R. S. Byrnes, the President of Queensland Authors and Artists' Association. Mr. Byrnes, who has been through the mill himself, was well able to speak of the procedure and practical difficulties encountered.

A short time ago, at a meeting convened by the Lord Mayor, a committee was formed to organise a Children's Book Week in an effort to make a positive contribution towards the promulgation of good literature for young people. Arrangements are well under way to hold this display at the City Hall and the Branch has been happy to give the Committee some financial support.

SOUTH AUSTRALIA

Miss K. Andersen, of the Barr Smith Library, University of Adelaide, addressed the July meeting of the Branch on the subject of "Swedish libraries." Miss Andersen recently spent some months travelling around Sweden, and gave a vivid impression of the country and the people.

In August, Mr. C. Warren Smith gave a talk entitled "A librarian looks at libraries and librarians," which was thoroughly enjoyed by members. The talk was amusing and controversial, and obviously the result of years of observation in various libraries throughout the world.

During August the Branch farewelled two members. Mr. Cowan of the University Library, who received a Carnegie grant, has left for England and America on a six months study course, and Miss Paltridge of the Public Library has been appointed Lady Clark Memorial Librarian in Tasmania.

At the annual meeting of the Institutes Association of S.A., Mr. S. H. Skipper proposed the following motion: "This conference is of the opinion that the Government should legislate for State-wide free lending service of books of an informative nature and that the best practicable method is by means of libraries in appropriate centres staffed by trained librarians and maintained by local government rates and State subsidies." This motion was carried by the meeting.

TASMANIA

During the last three months the Branch continued its successful programme of meetings. In June the Branch received from Mr. D. H. Borchardt a verbal report of the General Council meeting held in May. Following a lively discussion the Branch agreed to the project to provide an index to *The Australian Library Journal*.

Dr. W. Bryden, Director of the Tasmanian Museum and Art Gallery, in his talk in July entitled "The Biology of Learning," gave the members of the Branch a new light on one of the facets of modern librarianship. His erudite lecture stimulated considerable thought on the problems of inheritance and aptitude, and the sobering thought that knowledge is not hereditary, and that in view of the complexity of modern knowledge how great a task there is for the library of to-day and in the future to help ensure that the right knowledge is available to be relearned by fresh generations.

In August, Miss Margery Ramsay, who has recently taken up the post of Officer in Charge of Training in the State Library, gave a detailed lecture on American Library School methods and vividly sketched her impressions of the American library scene.

An amendment has been made to the constitution of the Branch, which will bring the composition of the Branch Council into conformity with the Federal body's model constitution, and includes the editor of the Branch journal as a member of the Branch Council.

Special Libraries Section

The following Federal office bearers for 1955 have been elected. They are all members of the N.S.W. Branch:

President: Miss Barbara Johnstone (C.S.I.R.O. Food Preservation Laboratory).

Past President: Mr. H. J. D. Meares (Colonial Sugar).

Representative Councillor: Mrs. C. B. McKay (Commonwealth Industrial Gases).

Secretary: Mr. C. E. Smith (Sutherland Shire Library).

This committee once again extends an invitation to all special librarians and organizations who need assistance with their libraries. A letter to the Secretary will be passed on to technical experts, who will be able to suggest solutions for library problems in all industrial and scientific fields.

N.S.W. Syllabus Committee

A N.S.W. Branch Committee on the Syllabus for the Qualifying Certificate is compiling, in co-operation with a team of selectors, a short reading list for each of the special subject fields listed in Q5. It is hoped to place in the candidate's hand some guide to the basic reading required for different types of special libraries.

Each list will include:—

- (1) Textbooks and periodical articles on the special subject, e.g., Doe's Handbook of Medical Library Practice.
- (2) A basic list of special subject reference tools, such as encyclopaedias, bibliographies and periodicals.

The Committee requires suggestions of items to be included for each field from librarians working in the field. Any queries about the lists can be sent to J. Hirst, 82 Anzac Pde., Kensington, N.S.W.

Western Australian Group

Whilst special librarians over in the West have not yet sufficient qualified members to form a constitutional Section Branch, they are meeting one another in a series of gatherings at particular special libraries.

The Secretary of the Group is Miss M. White, Department of Agriculture, Perth.

GRAHAME BOOK COMPANY

A Selection From the New Books on Our Shelves

THE OXFORD JUNIOR COMPANION TO MUSIC, by Percy A. Scholes.—Meant to be used by young people 8 to 16 years old, this first Dictionary of Music specifically designed for the young musician will undoubtedly be sought for every school library 55/3

A CRITICAL HISTORY OF CHILDREN'S LITERATURE, edited by Cornelia Meigs.—A book prepared by four experts in the field of children's books, for teachers, librarians, parents and for every student of literature. In this distinguished study, children's books receive their rightful heritage in the field of literature. 69/6

THE ARTS, PAINTING, DRAWING, SCULPTURE AND ARCHITECTURE.—A volume of the New Educational Library, this book contains 384 pages, over 250 illustrations and 16 pages in full colour. A carefully prepared survey giving a real understanding of the fine arts. The introduction is by Professor Thomas Bodkin. 21/6

THE CONCISE USAGE AND ABUSAGE, by Eric Partridge.—A taut, extremely helpful guide to good English. "Usage and Abusage," by Mr. Partridge, has been skilfully shortened, thus fitting it for an even wider public. 10/9

CHANGING MELANESIA, by Cyril S. Belshaw.—A study of the way in which contact with European society has brought about changes in the manner of living of the Melanesian peoples in New Caledonia, the New Hebrides and the British Solomons. The book provides functional concepts that the research worker and field officer can use. 17/6

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Leicester Webb is head of the Political Science Department of the Australian National University and was before that Director of Economic Stabilization in New Zealand. During the war he was responsible for organizing current affairs instruction in the New Zealand Army.

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